

## **DEPUTY DIRECTOR: PROFESSIONAL SERVICES PROCUREMENT (x2)**

**Ref (G009 /2015)**

**Salary: R569,538.00 – R674,979 per annum (All-inclusive package)**

**PRETORIA**

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### **Purpose**

To deliver a professional procurement service to the GTAC

### **Key Outputs**

#### **Vendor Establishment**

- Assisting with procurement planning by monitoring available budgets of stakeholders and advising business on projected commitments;
- Ensure data integrity and quality by reviewing data, identifying unusual occurrences, seeking explanations and assisting in developing corrections to prevent reoccurrences;
- Development and implement Professional Services Procurement strategy and activity plan;
- Participate in the strategic deliberations relating to the establishment of the new panel of Professional Service Providers for the Government Technical Advisory Centre (GTAC);
- Implementation of the procurement plan and management of the vendor panel;;
- Ensure legislative compliance in particular the Professional Services Procurement accountability process as defined by the PFMA; and
- Implementation of the procurement plan through Professional Services Procurement strategies

#### **Vendor Utilisation**

- Develop procedures related to the procurement of goods and services in compliance with policy, regulations and statutory requirements;
- Establish bid committees, and oversee proper functioning of these committees;
- Manage all procurement related processes to enable the GTAC to deliver on its mandate;
- Execute bid/quotation process which includes the evaluation and adjudication of bids; and
- Apply NT and donor procurement policy guidelines and procedures.

#### **Vendor Management**

- Manage and update vendor management practices in accordance with new or changing policies;
- Manage comparative prices amongst vendors so as to obtain most competitive prices at all times;
- Manage and confirm the maintenance of the vendor register against outputs; and
- Build business relationship with professional service providers for sourcing services for the respective projects.

#### **Contract Management**

- Oversee the appropriate generating and completion of all contracts including related addendums
- Monitoring contract implementation including regular updates of contract schedules.
- Review, negotiate and administer contracts and agreements established with the professional service providers
- Develop service providers' performance and oversee contract management;
- Drive process and contract efficiencies for the allocated portfolio of contracts; and
- Appropriate capacity building especially on understanding of contract performance management


#### **Administration and Reporting**

- Ensure appropriate templates, checklists, etc. for procurement process and update on a regular basis
- Generate and verify procurement related submissions for approval by Head: GTAC.

- Review and update of the standard operational procedures pertaining to procurement and contract management.
- Ensuring that the implementation of all procurement and contract related standard operational procedures is adhered to
- Ensure necessary competencies and appropriate policies, plans, systems and procedures are in place
- Manage administrative and personnel functions including appropriate internal training functions
- Produce report on contracts to optimise the quality of services and value for money

**Qualifications & Experience:** A relevant 3 year qualification and 7+ Years' applicable experience • Good Knowledge of public sector procurement experience • A legal and/ or financial background would be an advantage • Experience in working with service providers/consultants • Experience with donor funded projects • In-depth knowledge of Legislations & regulations: PFMA, MFMA, SCM

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The Government Technical Advisory Centre (GTAC) is an equal opportunity employer and encourages applications from women and the disabled in particular. Our buildings are  to disabled persons.

Applications should be accompanied by a comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria 0001 or to the e-mail [recruit@gtac.gov.za](mailto:recruit@gtac.gov.za) Closing date 21 September 2015 at 12h00, no late applications will be accepted.

Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the GTAC within one (1) month of the closing date, please regard your application as unsuccessful.

