



national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CORPORATE SERVICES

Manager: Strategic Sourcing and Acquisition

Reference: (Ref. S011/2021)

Remuneration Package: R733,257.00 per annum (All-inclusive)

Pretoria

The incumbent will be required to: To develop, review and implement the strategic sourcing strategies in compliance with relevant policies, and perform research on spend analysis in the development of a supply base on the categories of goods and services identified in government's spending portfolio, and identifying leverage points in the reduction of costs and increased benefits and commodities. Administer and manage the bidding process for good and services.

Qualifications and Requirements: A minimum National Diploma/ Degree in Logistics/ Procurement • A minimum 4 years' experience obtained in the Acquisition or Bid management within the Supply Chain Management environment • Experience in drafting and the analyses of commercial contracts and service level agreements • Knowledge and experience of regulations pertaining to the broader SCM legislative framework.

Some key Outputs include: Demand Management: Collaborate information from business units to design and develop the demand management and procurement plans • Monitor available budgets in conjunction with stakeholders and advice on estimated commitments. • Verify submissions for correctness and in compliance with prescribed legislative prerequisites • Evaluate the appropriateness of transactions in terms of the PPPFA for compliance • Manage procurement plan and report progress as per prescripts • Maintain the software licenses database **Bids Management:** Compile draft business plans for engagement with stakeholders and manage the bidding process • Refine bid specifications, terms of reference, integrate the evaluation and assessment criteria and develop special conditions for

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. Our buildings are accessible to people with disabilities.

Applications should be accompanied by the newly amended a fully completed Z83 (non-negotiable) 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 on the subject line of the email, to the e-mail address mentioned.

Kindly note: applications that are not compliant with the above requests will not be considered. The Department reserves the right not to fill the post.

Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules

All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. 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 National Treasury within 3 months of the closing date, please regard your application as unsuccessful.



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bids • Coordinate the bid evaluation and bid adjudication meetings • Maintain the bid register and report to management • **Strategic Sourcing:** Compile a spend analyses process to identify high spend commodities and categorise items to enhance business effectiveness • Identify key sourcing reviews and evaluate its impact on the business to sensitise the market on the needs of business. • Initiate the capacity building process on identifiable categorised items and develop a projection plan on business perception • Develop and implement strategic sourcing policies, processes and procedures • Initiate awareness on strategic sourcing and promote implementation of strategic sourcing practices within the broader business • **Stakeholders Engagement:** Forge business relationship and networking with suppliers to improve and widen sourcing items per category. • Update stakeholders on the latest trends applied in strategic sourcing in compliance with the Financial Management Reporting framework • Provide progress reports on the approved procurement plan, tenders and analyses aged contracts • Consult with stakeholders and engage on risk factors of procurement • Assess and evaluate the impacts emanating from the deviation register and advice on corrective action

Applications may be sent via e-mail to Recruit.CS@treasury.gov.za

Closing date: 12 March 2021 at 12:00 pm

Please note: Applications must be submitted using the newly implemented Z83 form obtainable on the National Treasury website career page as well as the Department of Public Services and Administration vacancy page. Please note that should you not use the newly amended Z83 and complete it in full, the department reserves the rights to disqualify your application. We only accept applications sent via email to the mentioned email address in a PDF format. The National Treasury no longer accepts hand delivered or posted applications.

Please also ensure that you read the full advert for guidance on how to send your applications.

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For further information regarding the positions please visit our careers page:

<http://www.treasury.gov.za/careers/default.aspx> or contact: Human Resources on 012 315 5100, follow the voice prompts and press number 2.

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