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OFFICE OF THE CHIEF PROCUREMENT OFFICER

DIRECTOR: SCM COMMERCIAL CONTRACTING X2

Salary: R864 177 per annum (All-inclusive remuneration package) Ref. S010/2016 Pretoria

Purpose: To review, research and advice on all major procurement contracts entered into by government across government and develop standard contracting documents for government areas identified by the OCPO.

Requirements: A Post Graduate Degree in Commercial Law • Admission as an Advocate or attorney in the High Court of SA will be an added advantage • 5-8 years applicable experience/ and/ or practising as an Advocate/ Attorney • Experience in legal and commercial contracts drafting • In-depth knowledge of written and oral legal advice/ opinion within the contracts environment.

Key outputs: Review and align contract documents with the SCM policies and legal prescripts to be applicable to the whole of government • Develop new contracts fitting for different services/commodities for all spheres of government

Review and advise on high value and complex contracts • Develop and provide legal advice on service/supplier agreements • Provide legal advice on the development of the dispute resolution frameworks • Review on-going disputes and provide legal advice towards resolving and redress of the disputes • Provide awareness of legal developments in contract management that will affect the work of the OCPO • Review and advise management on legal implications of SCM policies and procedures • Develop and/or influence SCM related government policy, norms, standards, frameworks and guidelines • Review the instruction notes and circulars issued before dissemination • Review and provide legal advice on tender documents • Review on-going cases and advise management accordingly • Liaise with relevant chief directorates within the O-CPO to ensure that where legal risks have been identified, appropriate courses of action have been taken • Provide and interpret legal information, conduct training and disseminate appropriate legal requirements to internal O-CPO staff as well as client departments • Provide legal protection and risk management advice to management especially on contract management • Provide awareness of legal developments in contract management that will affect the work of the OCPO • Review all legal documents/correspondence relating to the contracts • Represent the OCPO legally on matters of SCM • Provide support to bids teams on high value contracts • Sense checking on legal documents leaving the OCPO.

Closing date: 8 February 2016 at 12:00. No late applications will be accepted.

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

Only applications accompanied by a completed Z83 form will be considered with a comprehensive CV and copy of the ID. Certified copies of qualifications will only be requested and accepted from shortlisted candidates.

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.

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 e-mail: recruit.ocpo@treasury.gov.za

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 National Treasury within 1 month of the closing date, please regard your application as unsuccessful.