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## **OFFICE OF THE CHIEF PROCUREMENT OFFICER**

**Director: Transversal Contracting – Property and Leasing**

**Salary: From R864 177 per annum (all-inclusive remuneration package) Ref. S146/2015 Pretoria**

### ***Purpose:***

Manage a commodity unit within Transversal Contracting responsible for the procurement of property and leasing.

### **Requirements:**

- B. Degree or equivalent tertiary qualification in property/real estate and construction management with understanding of Economics/Business Economics/ Supply Chain Management, Logistics Management, Purchasing Management.
- Post graduate qualification will be an added advantage (NQF level 14).
- At least 6 years management experience in property/ real estate environment in a corporate or public sector environment.
- Knowledge of research methodology.
- Knowledge of PFMA, Treasury Regulations, GIAMA and policies applicable in the construction, property/ real estate environments.
- Knowledge of SCM Policies and prescripts.

### ***Key Outputs:***

- Review adequacy of existing property and leasing in conjunction with relevant stakeholders (DPW, etc).
- Review adequacy of existing property and leasing procurement and acquisition processes.
- Develop a long-term property and leasing sourcing strategy in conjunction with relevant stakeholders (DPW, etc).
- Research a short-term supply stabilization strategy in conjunction with relevant stakeholders.
- Supply Chain and Value Chain analysis in order to identify process improvement opportunities.
- Identify opportunities for cost saving measures through life-cycle costing, economies of scale and total cost of ownership.
- Standardization of requirements including specifications.
- Conduct market research to determine commodity trends.
- Design and develop generic special conditions and requirements.
- Develop implementation plan for sourcing strategy including contract management.
- Develop short-term supply stabilization strategy (which may include center-lead transversal contracts).
- Provide technical support for the entire SCM processes.
- Design a methodology for quantification of economic benefits.
- Provide technical support for supplier due diligence.
- Develop and review risk profiles for property and lease procurement.
- Enhance transparency and compliance with SCM processes.

- Provide support for implementation of risk mitigation strategies.
- Provide technical support to all spheres of government.
- Promote long term supplier relationships.
- Coordinate the management of supplier performance.
- Coordinate the management of contract performance.
- Conduct research for best practices and new alternative solutions.
- Sharing contract management knowledge and information.
- Support black economic empowerment development.
- Support Proudly SA products, local content and related policies.
- Support SMME development.
- Support all policies with development and transformation agenda.

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

**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. 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](mailto:recruit.ocpo@treasury.gov.za)**

**Closing date: 7 September 2015 at 12:00pm. No late applications will be accepted.**