

ADVERTISEMENT

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

APPLICATIONS: Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.

CLOSING DATE: 22 September 2023 at 16:30 (E-mailed, faxed and late applications will not be considered)

NOTE: Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment. Shortlisted candidates may further be subject to a job-related test. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. By applying for this post, you are consenting to the Department of Tourism processing your personal information subject to POPIA

POST: **DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT (DT31/2023)**

SALARY: R1 162 200 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

CENTRE: **Pretoria**

REQUIREMENTS: A SAQA recognised B-degree (NQF7) in Supply Chain Management or Logistics or Public Administration or Management. Minimum of 5 years' working experience at middle/ management level. Understanding of government policies. Required proven skills: Computer literacy, Analytical thinking, Strategic planning, Supply Chain Management, Communication skills (verbal and written), Project management skills. A valid driver's license. Knowledge of PFMA and Treasury Regulations.

DUTIES: Reporting to the Chief Financial Officer the successful candidate will provide strategic leadership and direction with respect to the following key functions: managing Demand, Acquisition, Logistics, Assets, Transport and Travel units in the department, ensuring submission of a consolidated Procurement Plan, ensuring that bid specifications and evaluation reports are aligned to project

objectives and complies with SCM laws and regulations; coordinate of conclusion contracts (SLA's). Ensuring effective implementation of Supply Chain and Asset Management policies and standard operating procedures. Maintain an accurate, complete and valid asset register, ensure that BAS and LOGIS asset reconciliation reports are reviewed; ensuring the submission of recommendations on theft/ losses/ damages to the committee; Provide support during the audit process and ensure that responses are submitted within the required time frames. Develop, implement, review and monitor risks within the directorate. Responsible for compiling monthly, quarterly, annual reports. Develop, implement and monitor the execution of the budget and operational plan of the directorate. Manage the resources of the Directorate.

ENQUIRIES:

Mr T Koena, Tel. (012) 444 6154

NOTE:

All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. EE Preference will be given to Asian, Coloured and White Females.