

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 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.

NOTE: In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required copies (uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies) of qualifications, Identity Document, proof of citizenship/permanent residence if not a RSA citizen and a comprehensive CV (including three contactable references). 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. 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/>. Applicants for SMS positions should complete the National School of government Public Service SMS pre-entry certificate and submit a copy along with the application.

POST: **SENIOR SUPPLY CHAIN PRACTITIONER: (DT13/2022)**

SALARY: R321 543 per annum excluding service benefits (Level 8)

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised NQF 6 qualification in Supply Chain Management, Purchasing Management or any related fields. Minimum of 3 years' experience in Supply Chain Management. Knowledge of the Logis system and the Central Supplier Database (CSD) system. Knowledge and skills in financial management and budgeting. Ability to formulate sound policies through analytical and innovative thinking. Ability to manage projects independently, interpret, apply policies, strategies and legislation. Good knowledge of government processes and relevant legislation. Ability to liaise with and facilitate stakeholder engagement. Good negotiation and advocacy skills. Ability to work individually and in a team. Good computer literacy and use of standard packages. Good communication skills (written and spoken).

DUTIES: The successful candidate will be responsible for certifying correctness of items on Log 2 forms and supporting documents. ie. quotations, tax clearance and relevant signatures; Approving procurement advices on Logis Mainframe; Consolidating procurement advices into system order and specifying on the Log 2 form; Overriding the Logis system to generate orders for very urgent requests; Creating/ adding new users or deleting users on the Logis infrastructure used in the administration of Logis; Coordinating and resolving Logis system problems with Logis centre; Creating new Item Control Numbers (ICN) and maintaining and deleting the existing ICN's; Merging the ICN if descriptions are duplicated on Logis selection MGCP MGAT; Conducting spot checks in the stores; Verifying quantities in the bin and on the bin card to compare to Logis balances; Checking condition of stock and dispose of outdated stock; Compiling the calendar/plan for stocktaking; Checking and authorising balance adjustment of the store stock; Issuing vouchers (LOGIS online); verifying quantities captured and signing the vouchers; checking correctness of the quantity of items of the bin numbers; Conducting spot checks of stores in general; Availing manual order in case LOGIS is offline for goods and services to be rendered; Verifying if an internal requisition form and relevant documents are attached; Receiving orders from the order clerk.

ENQUIRIES: Ms S Mampuru, Tel No: (012) 444 6237

EE REQUIREMENTS: Preference will be given to Coloured Male, Asian Male and White Male candidates

CLOSING DATE: 16 May 2022 at 16:30 (Late applications will not be considered)