

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: **31 March 2023 at 16:30 (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.

POST: **SUPPLY CHAIN CLERK (DT08/2023)**
SIX MONTHS CONTRACT

SALARY: R181 599 per annum (salary level 05) plus 37% in lieu of service benefits

CENTRE: Pretoria

REQUIREMENTS: Grade 12. Experience in Supply Chain Management will be an added advantage. Skills: Computer literacy. Communication (verbal and written). Interpersonal relations. Flexibility. Decision making. Self-Management. Team player.

DUTIES: The successful candidate will be responsible for receiving signed and completed Internal requisition form from internal client, Checking the correctness or correspondence of Internal requisition form and signed comparative schedule, Adding/ reviewing and editing contract supplier on contract list, Adding/ editing contract origin/ type / contract classification type and sub contract, Adding / editing contract information / description /contract start date / end date/ Amount and points indicator used, Adding/ editing contract contact information and finalize the transaction, Receiving the contact supplier name and write in the internal requisition form, Sending the document to the supervisor for verification and approval, Capturing the correct information on LOGIS Portal with correct Chief user number/ ICN / Quantity/ budget allocation and amount, Receiving the LOGIS request number and write it on internal requisition form for approval, Checking and collecting authorized order document from order clerk or 0-9 files, Checking the correctness of document i.e. order number and signed order, delegation of powers and attached approval, Adding / Capturing information

to Contract Systems, Receiving RFQ E-mail from system administrator, Verifying and capturing RFQ specification on the comparative schedule, Printing Invitations and requesting quotations from selected service providers by sending RFQ's, Receiving and capturing quotations on the comparative schedule, Generating Manual Purchase Orders, Sending Manual Purchase Order to internal users for signatures, Capturing RFQs /RFPs information on e-Tender portal, Uploading cover letter, specification and SBD forms on e-Tender portal, Printing, verifying and capturing of quotations on the comparative schedule, Awarding and publishing results on e-Tender portal

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

ENQUIRIES: Ms DR Nthani, Tel: 012 444 6231