



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

Applications are invited from suitably qualified and experienced persons for the following positions.

DEPUTY DIRECTOR:	DEMAND MANAGEMENT
TOTAL SALARY PACKAGE:	R 744 255 PER ANNUM (All-inclusive salary package to be Structured in accordance with the rules of MMS)
SALARY LEVEL:	11
REFERENCE NO:	DD- DEMAND MNGT 01/NOV 2022

REQUIREMENTS: •An appropriate Bachelor's Degree / Three-year National Diploma in Supply Chain Management/ Business Management/ Business Administration/ Public Administration/ Financial Management or related qualification at NQF level 6/7 as recognised by SAQA. •Minimum of three years' Junior Management in the Public Services in Demand Management with extensive knowledge and understanding supply chain management •A valid driver's licence.

Knowledge and Competencies required: A thorough and in-depth knowledge of Supply Chain Management Framework, PFMA, Treasury Practice Notes, Treasury Regulations, Constitution of Bid Committee, Contract in Terms of BBBEE Regulations, Government Procurement Systems, Policy Development, Risk Management; • An understanding of relevant legislation, best practices and frameworks. Sound Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Regulations, Public Service Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, policies and strategies. Ability to interpret and apply policies, advanced knowledge and application of general management and project management principles. Knowledge of the Constitution of South Africa, Public Service systems, Public Service Code of Conduct and Batho Pele principles.


Candidates should demonstrate excellent Skills in: Financial management skills, strategic planning skills, analytical thinking skills, report writing skills, communications skills (verbal and written), research skills, Project management skills; •Performance and reporting skills, basic financial and supply chain management skills, language skills, decision making skills, listening skills, problem solving structuring, definition and solving skills, driving skills, computer skills, •Good interpersonal skills and people management skills, planning and organizing. Ability to work under pressure

KEY PERFORMANCE AREAS: •Monitor and ensure compliance with all Supply Chain Management processes and provision of training •Manage, control the development and review of the procurement plan •Manage the sourcing strategy, market analysis and selection of suppliers • Manage reporting requirement and provide support for the development and review of specifications requirements • Manage human and financial resources of the Sub-Directorate.

- **TARGETED: African Male and Female, Coloured Male, White Male and Female and people with disabilities who meet the requirements**

ENQUIRIES:	MS DHARSHINI RAICHUND
TEL NO:	082 868 3944

NOTES TO CANDIDATES

1. The Department of Economic Development, Tourism and Environmental Affairs is an equal opportunity and affirmative action employer. Applications from candidates whose appointment will bolster the Employment Equity profile of the Department will serve as an added advantage and will be considered favorably; hence candidates from designated groups as defined in the Employment Equity Act are encouraged to apply. 
2. Location: **PIETERMARITZBURG** (Not unless otherwise specified for the post).
3. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned posts at any time prior to an appointment being made.
4. **All applications must be submitted on the new Application for Employment form (Z83) which became effective from the 1st of January 2021 obtainable from any Public Service Department or can be downloaded at www.dpsa.gov.za-vacancies** The form must be completed in full, originally signed and dated. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. An updated detail CV as well as copies of qualifications (including Junior/Senior certificate), identity document, and drivers' licence where applicable and any other relevant documents must be attached. **Such copies need not be certified when applying for a post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources.** Should an applicant be in possession of a foreign qualification it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
5. **The appointment is subject to positive outcome obtained from the State Security Agency to the following checks (security clearance, qualification, citizenship and previous employment verifications). The Department will conduct a reference checks with the HR of the current and or /previous employer(s) apart from referees listed.**
6. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s).
7. Kindly note that Written Exercises/Tests may be used as a shortlisting criterion to some of the positions.

08. CLOSING DATE FOR RECEIVING APPLICATIONS: 09 DECEMBER 2022 AT 16H00

09. Candidates are discouraged from sending their applications through registered mails as the Department will not take responsibility for non-collection of those applications.
10. Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under the post.

11. Due to the anticipation of the volume of applications we will receive in response to this advertisement, correspondence will be limited to short-listed candidates only. Should you not hear from us within four months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants are informed that applications, copies of qualification and CV's will not be returned.

12. **Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement to: The Head of Department, Department of Economic Development, Tourism AND Environmental Affairs, Private Bag x 9152, PIETERMARITZBURG, 3200 for the attention of Ms Nozipho Xolo. Applications may also be hand delivered to Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201.**