

NEW VACANCY



KWAZULU-NATAL PROVINCE

**ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS**
REPUBLIC OF SOUTH AFRICA

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| BUSINESS UNIT : | SUPPLY CHAIN MANAGEMENT |
| POST TITLE: | DEPUTY DIRECTOR: CONTRACT MANAGEMENT |
| SALARY: | R 811 560 - 952 485.00 PER ANNUM (All-inclusive salary package to be Structured in accordance with the rules of MMS) (SL 11) |
| CENTRE: | HEAD OFFICE: PIETERMARITZBURG |
| REFERENCE: | DD- CONTR MAGT 48/AUG 2023 |

REQUIREMENTS:

The ideal candidate must be in possession of •An appropriate Bachelor's Degree / 3-year National Diploma in Financial Management/ Supply Chain Management/ Business Administration/ Business Management/ Commerce qualification at (NQF level 6/7) as recognized by SAQA. • A minimum of 3 to 5 years of Junior Management experience in the Public Service in Contract Management/ Financial Management/ Supply Chain Management •A valid driver's licence.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have a thorough knowledge of contract management. Knowledge of Supply Chain Management Frameworks such as the Preferential Procurement Policy Framework Act and regulations, Broad-Based Black Economic Empowerment Act (BBBEE), Treasury Practice Notes, and the Constitution of Bid Committees and contracts. Excellent knowledge of Supply Chain Management processes, Government Procurement Systems, policy development, and risk management. Knowledge of policy development and implementation. Knowledge of Organizational and government structures. Knowledge of Government legislation. Knowledge of SCM practice notes, circular and policy frameworks. Knowledge and understanding of the Public Service regulatory framework, e.g., Public Service Act, PFMA, Treasury Regulations, BAS, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, and Service Delivery Frameworks. • Understanding of Government budgeting processes. Good working knowledge of SCM administration, asset and asset disposal management. Ability to communicate at all levels with relevant stakeholders including Provincial & National Departments, Senior Management, Private Sector Organizations, and Public Entities. Financial and supply chain management skills, Research skills, and knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies, and legislation. •Computer literacy• Planning and organizing skills •Problem-solving and analyzing skills •Interpersonal skills •Presentation skills •Good communication skills •Report-writing skills •Time management • Project management •Business planning, ability to work under pressure, proficiency in chairing meetings, decision-making skills, and people management skills, ability to provide leadership, budget and policy analysis, human resource skills, SCM matters. Accountability and ethical conduct. Client orientation and customer focus. Problem-solving and analysis.

KEY PERFORMANCE AREAS:

The successful candidate will be required to: • Manage the development of departmental contracts • Manage and monitor contract performance. • Manage the development of contract management policies and strategies •Manage contract adjustments •Manage the resources of the Sub-Directorate.

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ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT.

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| ENQUIRIES: | MS D RAICHUND |
| TEL NO: | 082 868 3944 |
| CLOSING DATE: | 25 AUG 2023 |

DIRECTIONS TO APPLICANTS:

Applicants using the manual application process must ensure that the new Z83 application form (obtainable from any Public Service institution) is completed, duly signed, and initiated as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for the non-collection of these applications. No late applications will be accepted.

Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement.

If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application.

NB: All shortlisted candidates may be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department.

Applications must be posted to: 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 X9152, PIETERMARITZBURG, 3200 for the attention of Ms Nozipho Xolo / Ms. Thobile Hlophe. Applications may also be hand delivered to Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201 as well as to the following districts.

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| MARINE BUILDING 22 DOROTHY NYEMBE, STREET, 8TH FLOOR, DURBAN | CALDER HOUSE 217 BURGER STR, PIETERMARITZBURG 3200 | 46 BISSET STREET, PORT SHEPSTONE |
| TRIGON PLACE 139a, MARGARET STREET, IXOPO | GREENVILLE BUILDING CORNER OF LINK ROAD AND R102, GREENVILLE BUILDING | 94 MURCHISON STREET, LADYSMITH, 3370 |
| 43 HARDING STREET, NEW CASTLE | 26 BEACONSFIELD STREET, OFFICE ENTRANCE 3, DUNDEE | LEGISLATURE BUILDING 2ND FLOOR, LEGISLATURE BUILDING, KING DINUZULU HIGHWAY, ULUNDI |
| MZOLOLO AVENUE, MKUZE, 3969 | ALOE LOOP AVENUE, NEXT TO UNISA BUILDING, VELD EN VLEI, RICHARDSBAY, 3900 | LOT 55D KIEPERSOL STREET, RIVERVIEW ROAD, MTUBATUBA |

Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full post details.

“Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address kznjobs@kznedtea.gov.za

Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs.”

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Following the interview and technical exercise candidates recommended for appointment at the SMS level will be required to produce a Pre-entry certificate for the course offered by the National School of Government (NSG) prior to their appointment. The course is available at the NSG under the name Certificate for entry and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>.

The KwaZulu-Natal Provincial Government is an equal opportunity, affirmative action employer, and preference will be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The Department reserves the right not to make these appointments.

CLOSING DATE: 25 AUGUST 2023