

POST

ASSISTANT DIRECTOR: PROFESSIONAL SERVICE PROVIDER (BIDS) REF:040414/17

SALARY CENTRE

**R 252,144 per annum (Level 09)
Pretoria**

REQUIREMENTS

Degree/National Diploma in Public Management/ Finance / SCM Three (3) – (5) years management experience in Acquisition Management, Knowledge of policy development and implementation, Knowledge of organisational and government structures. Understanding of Government legislation; Knowledge of S.C.M Regulations, practice notes, circulars, and policy frameworks. , Knowledge of Broad Based Black Economic Empowerment Act 53 of 2003. Good understanding of Public sector supply chain management processes. Understanding of the implementation of Delegations authority; Financial management and knowledge of PFMA ; Problem solving and Analysis; Client Orientation ; Good Communication , minute taking and report writing skills; Supervisory and management skills; Accountability and Ethical Conduct.

DUTIES

Supervise and manage the bids section. Manage the preparation of bids for advertisement ; Advertisements of bids in the Government Tender Bulletin; attend bid evaluations and compile minutes and submissions to the Departmental Bid Adjudication Committee; Serve as secretariat of the Bid adjudication Committee (In the absence of Bid Secretariat); Prepare monthly and quarterly procurement reports; Advice client offices on procurement matters; Manage the performance of all officials in the component and also perform any other human resource functions related to the component. Perform any other procurement functions that may be delegated by the Head of the component

ENQUIRIES

Ms Elizabeth Kgwadi Tel: 012-336 7120

APPLICATIONS

Please forward you application quoting reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria, 0001 or hand deliver at the Continental Building, corner Visagie and Bosman Street, Pretoria.

FOR ATTENTION

Ms TE Ntabeni