



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF CORRECTIONAL SERVICES
CLOSING DATE: 08 NOVEMBER 2019 @ 15H45

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

ASSISTANT DIRECTOR: PROCUREMENT

Kwa-Zulu Natal region

Regional Office [Ref: KZN 2019/10/01]

Salary: R376 596 per annum

Requirements: Recognized degree or national diploma in Finance, Supply Chain, Public Management or equivalent qualification. 3-5 years relevant experience as a supervisor. Valid driver's licence. Computer literate.

Competencies and attributes: Financial management. Problem solving and decision making skills. Facilitation skills. Plan, organize, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

Responsibilities: Assist end-users in the drafting of specifications. Review advertisement of tenders. Assist Bid Evaluation Committees in the evaluation of tenders. Liaise with the GSSC on all procurement related matters. Process applications for price increases. Monitor the procurement of goods and services as well as payment of suppliers and service providers. Manage contracts. Ensure compliance to all procurement related legislation. Management of human resources, finances and assets.

SENIOR PROVISIONING ADMINISTRATION OFFICER: PROCUREMENT ADMINISTRATION

Kwa-Zulu Natal region

Pietermaritzburg [Ref: KZN 2019/10/02]

Salary: R316 791 per annum

Requirements: Degree/National diploma in Procurement/Logistic Management or equivalent qualification. At least 3-5 years relevant experience in a similar environment. Computer literate. Valid driver's licence.

Competencies and attributes: Knowledge of LOGIS system. Knowledge of the Public Management Act, Treasury Regulations. Problem solving and decision making. Facilitation skills. Plan, organize, lead and control. Project management. Presentation skill. Conflict management. Training skills. Communication skills. Time management. Confidentiality. Coaching and mentoring. Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of Tender process. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact and Ability to network.

Responsibilities: Quality assessment of building services. Development/maintenance of building works standards in the management area. Management of capital projects. Management of maintenance projects. Undertaking of short-/ medium-/long-term planning of maintenance activities in the management area. Ensure adherence to the strategic, maintenance objectives of the DCS in the management area. Management of human and financial resources and assets.

SENIOR ADMINISTRATION OFFICER: TRANSPORT

Kwa-Zulu Natal region

Kokstad [Ref: KZN 2019/10/03]

Ncome [Ref: KZN 2019/10/04]

Salary: R316 791 per annum

Requirements: Recognized three (3) year degree or national diploma in Fleet Management or equivalent qualification. 3-5 years' experience in a relevant environment. Computer literacy. Valid driver's licence.

Competencies and attributes: Problem solving and decision making. Facilitation skills. Plan, organize, lead and control. Presentation skill. Conflict management. Training skills. Communication skills. Time management. Confidentiality. Coaching and mentoring. Knowledge of the Public Finance Management Act. 1999 and Treasury Regulations. Knowledge of Tender process. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact and Ability to network.

Responsibilities: Identify transport infrastructure needs. Ensure effective maintenance of fleet. Manage the transport policy and procedures in the management area. Ensure effective control over the utilization of vehicles. Conduct regular transport inspection and investigations. Management of human resources, finance and assets.

SENIOR PROVISIONING ADMINISTRATION OFFICER: GENERAL STOCK PROCUREMENT

Kwa-Zulu Natal region

Regional Office [Ref: KZN 2019/10/05]

Salary: R316 791 per annum

Requirements: Recognised bachelor's degree/national diploma in Procurement/ Supply Chain Management. 3-5 years appropriate experience. Knowledge of LOGIS system. Computer literate. Valid driver's licence.

Competencies and attributes: Conflict resolution. Report writing. Presentation skills. Problem solving. Team leadership. Policy interpretation. Facilitation skills. Analytical skills. Mentoring and coaching. Confidentiality. Integrity and honesty. Time management. Assertiveness. Ability to network. Service delivery and client orientation. Adaptive, confident and independent. Ability to work under pressure. Willingness to travel.

Responsibilities: Implementation of procurement policy in the region. Undertaking/management of procurement inspection. Undertaking of procurement investigations. Planning of activities. Management of procurement infrastructure. Management of human resources, finance and assets.

PROVISIONING ADMINISTRATION OFFICER: LOGISTICS ADMINISTRATION

Kwa-Zulu Natal region

Pietermaritzburg [Ref: KZN 2019/10/06] [2 POSTS]

Salary: R257 508 per annum

Requirements: Recognized three (3) year degree or national diploma in Supply Chain Management or equivalent qualification with 2 years' experience in a comparable environment. Computer literacy. Valid driver's licence.

Competencies and attributes: Problem solving and decision-making skills. Confidentiality. Understanding of Public Service and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. influence and impact and ability to network. Knowledge of Logistical Information System (LOGIS).

Responsibilities: Implementation of logistical policies in the management area. Monitor and control incoming and out-going stock. Administration of the warehouse, transit and fleet. Asset verification and logistical processes. Asset and inventory balancing. Reconciliation between BAS and LOGIS. Management of human resources, finance and assets.

PROVISIONING ADMINISTRATION OFFICER: PROCUREMENT

Kwa-Zulu Natal region

Durban [Ref: KZN 2019/10/07]

Empangeni [Ref: KZN 2019/10/08]

Salary: R257 508 per annum

Requirements: Relevant national diploma/degree in Purchasing Management/Logistics/Supply Chain Management or any equivalent qualification. 2-3 years relevant work experience in Supply Chain Management. Working experience on LOGIS will be an added advantage. Computer literate. Valid driver's licence.

Competencies and attributes: Plan, organise, lead and control. Client orientation and communication. Policy analysis and interpretation. Report writing. Facilitation skills. Presentation. problem solving and decision making. Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration. Financial management. Integrity and honesty. Good work ethics .confidentiality. Interpersonal relations. People management. Accuracy. Independent networking. Influence and impact. computer skills.

Responsibilities: Placement of orders. Generate procurement advices. Conduct enquiries on orders and commitments placed. Maintain and update database of prospective suppliers. Administer quotations and bids.

CLERK: PROCUREMENT SUPPORT

Kwa-Zulu Natal region

Durban [Ref: KZN 2019/10/09]

Empangeni [Ref: KZN 2019/10/10]

Salary: R173 703 per annum

Requirements: Grade 12 or equivalent. Relevant experience in a comparable environment will be an added advantage. Computer literate.

Competencies and attributes: Plan, organise, lead and control. Client orientation and communication. Policy analysis and interpretation. Report writing. Facilitation skills. Presentation. problem solving and decision making Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. . Knowledge of procurement administration and public finance administration. Financial management, Integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

Responsibilities: Placement of orders. Generate procurement advices. Conduct enquiries on orders and commitments placed. Maintain and update database of prospective suppliers. Administer quotations and bids. Management of assets.

Note: • **Before you apply:** All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered.

Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application.

The Department of Correctional Services reserves the right not to fill any of these advertised posts.

Applications: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. **Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver's licence. Please Note: All copies attached must be certified a true copy of the original and not older than three months.** Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. **Faxed and e-mailed applications will not be accepted.** • Candidates must comply with the minimum appointment requirements.

• CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before **08 November 2019 @ 15h45.**

Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the relevant address as indicated below:

KWAZULU-NATAL REGION: Department of Correctional Services, Head Recruitment, Private Bag X9126, Pietermaritzburg, 3200 **OR hand deliver at:** 1 Eugene Marais Road, Napierville, Pietermaritzburg. **Contact persons:** Mrs GJ Mchunu at 033 355 7386/Mr SM Dlamini at 033 355 7367/Ms SN Zikalala 033 355 7368.

