



## **Director: Demand and Acquisition Management (CFO01/2025)**

**Salary:** Remuneration package of R1 216 824 per annum (all-inclusive salary package).

**Centre(s):** Cape Town

### **Requirements:**

An undergraduate qualification in Logistics / Purchasing / Supply Chain Management / Finance, Auditing) or relevant qualification on (NQF7) within the related field as recognised by SAQA. A minimum of five (5) years of relevant experience at middle/senior management level Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge of acquisition and demand management, procurement, and business practices. Ability to establish and manage demand and acquisition management systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and conflicts. Assist in career planning and effective deployment of personnel. Ability to control and manage the acquisition of services and acquisition of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Perform in-house training for subordinates. Acquisition Management; Government budgeting processes; Risk management; Public Service financial legislative frameworks; Contract management; Financial Management; PUBLIC Finance Management Act (PFMA) and Departmental policies and procedures. Skills: Policy formulation; Negotiations skills; Computer Literacy; Presentation and public speaking; Project management; Good interpersonal relations; Relationship Management; Stakeholder engagement; Public Relations; Research; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI) and Problem Solving and Analysis. Personal Attributes: Honesty; Ability to work long hours voluntarily; Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills; Creativity; Ability to work under pressure; Ability to work with difficult persons and to resolve conflict. Character beyond reproach; Articulate and Sense of responsibility and loyalty. Initiative and creativity.

### **Duties:**

Manage the implementation of demand and acquisition management services. Manage compliance with supply chain management prescripts. Manage the bid process in line with the National Treasury Regulations. Manage the implementation of chapter 16A of Treasury Regulations. Manage the procurement of goods and services within timeframes. Monitor, analyse and implement Supply Chain Management (SCM) policy and National Treasury instruction notes. Manage Procurement Plan planning and monitoring. Ensure co-ordination and facilitation of procurement of goods/services/works above R1000 000,00 and goods, services, works and professional services below R1000 000,00. Advertising bids in an appropriate, fair, equitable, transparent, competitive, and cost-effective procurement process. Ensure the adherence for validity period of bids/tenders, review and monitoring thereof. Facilitate the establishment of Bid Specification Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee. Manage BAC calendar and invites meetings. Check recommendations and documentation to the departmental Bid Adjudication Committee (BAC). Ensure Sound corporate governance and improved

compliance with SCM reporting requirements (Internal and external reporting. Develop and implement audit action plan on findings by the Auditor General and internal audit. Develop and implement a risk register for the Chief Directorate. Annual review supply chain Management delegations and policies. Inform officials of updated delegations and policies. Monitor adherence to delegations and policies by Branches. Ensure continuous improvements and controls. Manage the submission of monthly reports on CFO dashboard. Manage the submissions and reporting of deviations and variations.

**Applications:** [CFO01-2025@dffe.gov.za](mailto:CFO01-2025@dffe.gov.za)

**Enquiries:** Mr M Makhathini

Tel: 012 399 9515

**Attention:** Human Resource Management

**Closing date:** 24 February 2025

- 
- **ALL APPLICATIONS MUST BE SUBMITTED ON** a signed **new Z83 application form** (*click bold underlined text to download PDF form*) obtainable from any public service department accompanied by a recent detailed curriculum vitae only, to be considered.
  - Shortlisted candidates will be required to submit certified copies of qualifications, senior certificate, identity document and driver's license on or before the day of the interview.
  - **CAPE TOWN, EASTERN CAPE, KWAZULU-NATAL, NORTHERN CAPE, NORTH WEST AND WESTERN CAPE APPLICATIONS MAY BE FORWARDED TO:**
    - The Director-General, Department of Forestry, Fisheries and the Environment. The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or
    - **Hand-delivered to:** 14 Loop Street, Cape Town.
    - Or **can be emailed** to the respective email address quoting the reference number on the subject email.
  - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
  - The National Department Forestry, Fisheries and the Environment, is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply.
  - Correspondence will be limited to successful candidates only.
  - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: criminal records; citizenship status; credit worthiness; previous employment (reference checks); and qualification verification.
  - Short-listed candidates will be expected to avail themselves at the department's convenience.
  - **ENTRY LEVEL REQUIREMENTS FOR SENIOR MANAGEMENT SERVICE (SMS) POSTS:**
    - In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>
    - Furthermore, shortlisted candidates must provide proof of successful completion of the course.
  - All candidates shortlisted for the posts will be subjected to will be subjected to a technical exercise that intends to test relevant technical elements of the job.
    - Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA directive on the implementation of competency-based assessments.
  - The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
  - The department reserves the right not to make an appointment.
  - If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.