



## Senior Provisioning Administration Officer: Transactions - Payments (CFO20/2022)

**Salary:** R321 543 per annum

**Centre(s):** Pretoria

### Requirements:

- National Diploma (NQF6) in Supply Management or equivalent qualification within the related field coupled with a minimum of two (2) years' experience in supply chain management or related field.
- Knowledge of logistics management.
- Ability to develop, interpret and apply policies, strategies and legislation.
- Sufficient knowledge of specific computer software packages and efficient use of associated hardware.
- Logistics management.
- Knowledge of Public Service legislative frameworks.
- Skills in policy development; adequate skills in computer use; management and project management.
- Good interpersonal relations; relationship management and stakeholder engagement.
- Research; change management; knowledge management; problem solving and analysis; people management and empowerment and client orientation and customer focus.
- Ability to work long hours voluntarily; ability to work individually and in team.
- Good interpersonal relations skills; character beyond reproach; articulate; sense of responsibility and loyalty and initiative and creativity.

### Duties:

- Verify compliance of Log2 forms and related documents.
- Verify LOGIS and BAS payments.
- Process payment for supporting documents (certified invoices, request memo, quotation and procurement advice, receipt vouchers).
- Verify correctness of supplier in terms of VAT and CK number.
- Update and correct banking details of suppliers.
- Use correct budget allocations.
- Certify correctness of documents for payment processing.
- Check with bids for price increment submission.

- Ensure that a Log 2 form is duly completed and correctly signed by the relevant officials.
- Check if the supplier information on price different is attached before certifying payment.
- Investigate on the outstanding documents for payment processing. Ensure clean audit on payments processed.
- Oversee the expediting of invoices and monitor progress.
- Verify payments, manual accrual, lease reports and BEE reports.
- Receive correct updated details-payment report.
- Assess correctness of information on the travel and accommodation expenditure report.
- Update of BEE report template as per approved DFFE structure.
- Liaise with the supplier for any information on BEE status.

**Enquiries:** Mr W Sekgatja  
Tel: 012 399 9075

**For attention:** Human Resource Management

**Closing date:** 10 October 2022

- All applications must be submitted on a signed **new Z83 application form** (*click bold underlined text to download PDF form*) accompanied by a recent detailed curriculum vitae to be considered.
- Please note that ***should you not use the newly amended Z83 and completed, initialed and signed in full, the department reserves the rights to disqualify your application.***
- **Applications may be forwarded to:** The Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 **or** hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria **marked for the attention:** Human Resources Management.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
- 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); social media 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 pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants.
  - 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/>
  - Shortlisted candidates must provide proof of successful completion of the course.
  - Furthermore, candidates shortlisted for the SMS post 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.