



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X 81, PRETORIA, 0001 • Momentum Centre, 329 Pretorius Street, PRETORIA
Tel (012) 315 1111, Fax (012) 315 1113

Sub-Office File 2/1/5

18 JULY 2008

VACANCIES
(Head Office File 6/4/2/1)

REFERENCE: 08/271/CFO

**POST: ASSISTANT DIRECTOR: RESEARCH & DEVELOPMENT IN
SUPPLY
CHAIN MANAGEMENT (SUPPLIER DATABASE)**

**NOTE: This is a re-advertisement; Candidates who previously
applied are encouraged to re-apply**

CENTRE: NATIONAL OFFICE, PRETORIA

**PACKAGE: R174 243 – R202 287 per annum. The successful candidate
will be required to sign a performance agreement.**

REQUIREMENTS:

- A Bachelor Degree or related qualifications;
- Three years experience in Supply Chain Management;
- Knowledge of procurement systems;
- Knowledge of procurement policies and procedures;

Skills and Competencies

- Good Communication (verbal & written) skills;
- Computer literacy.
- Motivating skills;
- Strategic planning skills.

DUTIES:

- Research demand for products and services;
- Develop user profiles, product and supplier base;
- Perform supplier evaluations and check BEE rating;
- Provide product, service and supplier accreditations;
- Conduct market research;
- Develop and implement policy in this functional area, manage and oversee the resources of the sub-directorate.

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

ENQUIRIES: Mr M. Mugodo ☎ (012) 315 8747

APPLICATIONS: Quoting the relevant reference number, direct your application to:
Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.
OR
Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE: **04 August 2008**

NOTE: Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. **The CV to be typed and completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and this typed CV must accompany the Z83 and all other supporting documents required.** Applications that do not comply with the above mentioned requirements will not be considered.

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance. Preference will be given to the disabled. Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department, at short notice and will be subjected to a personnel vetting process.

Correspondence will be limited to short-listed candidates only. Candidates are expected to avail themselves for interviews and assessments at a date and time determined by the Department. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE