



treasury

Department:
Treasury
PROVINCE OF KWAZULU-NATAL

Director: Policy Development and Contract Management
REF NO: KZN PT18/16
SALARY: R 948 174

Purpose: To provide SCM Policy and Contract Management support services to provincial, municipal and public Institutions.

Requirement: A Degree that is NQF level 7 qualification in Law or Commerce. 5 years Middle management experience in a contract and/or policy management environment. Valid driver's license.

Key Responsibilities: Ensure the development of SCM policies, best practice notes, norms, standards and guidelines. Ensure the provisioning of advice, guidelines and support on SCM contract management. Ensure the compilation of management reports on SCM policy and contract management. Manage the development and maintenance of an electronic database of all SCM contract, policies, practices notes norms, standards and guidelines. Ensure the effective and efficient management of resources.

Knowledge, Skills and Competencies: Public Finance Management Act, Municipality Finance Management Act, PPPFA and Regulations, National Treasury practice notes and guidelines, KZN Procurement Policy Framework. Treasury Regulations, Provincial Treasury policies, practice notes and guidelines. Commercial Law principal / procedures, Administrative Law and Operations, Public Service Regulatory Framework. BBBEE Act, BEE code of good practice, Project planning and management. Contracts and administration. Policy analysis and development. Planning and organizational skills. Analytical and problem solving skills. People management skills. Decision making skills. Presentation skills. Interpretation of contracts and legislation. Resource planning. Project Management. Presentation skills.

Enquiries: Mr. S. Moodley (033) 897 4559

Preference: African Females, African Males and people with disabilities who meet the requirements.

Successful candidates will be subjected to security screening prior to employment

The department will conduct reference checks with the HR of current and/or previous employer(s) apart from the referees listed

Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualification Authority (SAQA). Non-South African citizens who are permanent residency holders must submit a documentary proof together with their applications

The KwaZulu-Natal Provincial Treasury is an equal opportunity, affirmative action employer. As such, it is our intention to promote and uphold representivity in the Department in terms of race, gender and disability.

Applications must be submitted on the prescribed application form, Z83, available from any Public Service Department and must be accompanied by certified copies of qualifications (including senior certificate) and comprehensive Curriculum Vitae. Applications that do not comply with these instructions will not be considered.

The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful.

It is regretted that due to the large volume of applications received, it is not possible for the Department to acknowledge receipt of every application received and that only those that participate in the final selection processes (interviews) are notified of the outcome.

Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and originally certified copies of ID and driver's license, salary advice, academic records and a letter from the respective Human Resources for occupying acting positions.

Applicants, quoting the correct reference number must be forwarded to: The Head of Department, Provincial Treasury, and Directorate: Human Resources, P.O. Box 3613, PIETERMARITZBURG, 3200 for the attention of Mrs Z. Ndlela.

Closing date: 4 May 2018