



## KWAZULU-NATAL PROVINCE

TREASURY  
REPUBLIC OF SOUTH AFRICA

**Deputy Director: SCM Bids Appeal Tribunal**  
**12 Months Contract**  
**Salary: R 766 584 (All-inclusive package) P.A.**  
**(Ref No. KZNPT 23/03)**

**PURPOSE:** To manage, facilitate, coordinate the provisioning of administrative support to the municipal Bid Appeals Tribunal structures and the KZN Bid Appeals Tribunal.

**REQUIREMENTS:** A 3 year NQF Level 7 Degree in Public Administration, SCM, Law or Commerce. A minimum of 3 years' junior management experience in a Supply Chain Management environment. A valid driver's licence. People with disabilities without valid Driver's licences will be assisted by the department to meet work related travel obligations.

**KEY PERFORMANCE AREAS:** Manage the development and maintenance of Provincial Bid Appeal Tribunal (PBAT) and Municipal Bid Appeal (MBAT) best practices notes, procedures, guidelines and systems; Manage the provisioning of the SCM Provincial Bids Appeals Tribunal (PBAT) Secretariat Services to the provincial departments and public entities; Manage the provisioning of the SCM Municipal Bids Appeals Tribunal (MBAT) Secretariat Services to the provincial municipalities; Facilitate the Consolidation and compellation of reports on the outcome of PBAT and MBAT appeals; Manage the provisioning technical advice and guidance to internal and external stakeholders; Manage Human Resources of the Sub-directorate.

**COMPETENCIES, KNOWLEDGE AND SKILLS:** Knowledge of applicable national and provincial policies and legislation is required, including: PFMA; MFMA; Preferential Procurement Policy Framework Act (PPPFA) and Regulations; National Treasury practice notes and guidelines; KwaZulu-Natal Procurement Policy Framework; Treasury Regulations; Provincial Treasury policies, practice notes and guidelines; Commercial Law principles/procedures; Public Service Regulatory Framework; and Broad Based Black Economic Empowerment Act (BBBEE); BEE Code of Good Practice. Administrative Law, Constitution of the Republic of South Africa, local Government and Public/Private entities systems and relevant systems/statutes, Working knowledge of the judgements of the Courts in relation to SCM, Communication; Computer literacy; Presentation; Inter-personal relations; Analytical and quantitative skills; Middle management skills; Interpretation of legislation; Project planning and management; Financial Management; Research skills; Policy analysis and development; Decision making; Influencing; Report Writing; and Conflict management.

**Enquiries: Ms. L Naidoo 033 897 4477**

**closing date: 21 April 2023**

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**Targeted: 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. Candidates will be subjected to a technical assessment prior employment**

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.

**Shortlisted applicants with foreign qualifications will be requested to submit an evaluation certificate from the South African Qualification Authority (SAQA). Non-South African citizens who are permanent residency holders will be requested to submit documentary proof if shortlisted.**

Applications must be submitted on **the new Z83 application form effective 1st of January 2021** (which must be originally signed and dated) obtainable from any Public Service Department and it must be accompanied by a detailed CV.

**ONLY Shortlisted candidates will be requested to submit the supporting documents (certified copies of qualifications, driver's license etc).**

**Shortlisted applicants will be requested to provide Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and copies of ID and driver's license, academic record for all qualifications and a letter from the respective Human Resources for occupying acting positions.**

Under no circumstances will be faxed, emailed and late applications be accepted. 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 volumes of applications received, it is not possible for the Department to acknowledge receipt of same and that only those applicants that participate in the final selection processes (interviews) are notified of the outcome

**Applications, quoting the correct reference number must be forwarded to: The Head of Department, Provincial Treasury, and Directorate: Human Resources, P.O. Box 3613 PIETERMARITZBURG, 3201 or hand-delivered to 145 Chief Albert Luthuli, Pietermaritzburg, 3201 for the attention of Mr. M Mabaso.**