



## VACANCY ADVERTISEMENT

### Vacancy Information Download

|                          |                                                               |
|--------------------------|---------------------------------------------------------------|
| Reference Number:        | KZNPG/20240301/1493                                           |
| Advert Reference Number: | KZN PT 24/40                                                  |
| Job Title:               | Assistant Director: Transversal Contract Management (2 posts) |
| Job Level:               | 9                                                             |
| Vacancy Type:            | Internal & External                                           |
| Salary:                  | 424104 per annum                                              |
| Department:              | KZN PROVINCIAL TREASURY                                       |
| Component:               | HEAD OFFICE                                                   |
| Employment Type:         | Permanent                                                     |
| Center:                  | KZN Provincial Treasury                                       |
| Number Of Posts:         | 2                                                             |

#### Duties/Responsibilities:

Ensure provisioning of advice and guidance on SCM contracts and agreements. Monitor and evaluate compliance i.t.o. SCM contracts and agreements. Manage the development and maintenance of an electronic database of all SCM contracts and agreements for the province. Facilitate the compilation of management reports on SCM contracts and agreements. Monitor the development of policies, procedure manuals and practice notes i.t.o. contract management/administration. Management of all resources allocated to the Unit.

#### Qualifications and Experience:

An NQF Level 7 or higher qualification in SCM / Financial Management, Law or Commerce. A minimum of 3 years' experience in a contract management environment. A valid driver's license and in the case of people with disabilities who cannot personally drive, proof of ability to meet work related commitments is required.

#### Essential Knowledge, Skills and Competencies Required:

Public Finance Management Act (PFMA). Municipal Finance Management Act (MFMA). Preferential Procurement Policy Framework Act and Regulations, National Treasury practice notes. Public Service Regulatory Framework. Broad Based Black Economic Empowerment Act (BBBEE). BEE Code of Good Practice. Law of contract, internal control and risk management. Computer literacy. Presentation skills. Interpersonal relations. Analytical and quantitative skills. Interpretation of legislation. Policy analysis. Decision making skills. Report writing skills. Conflict management. Legal drafting. Problem solving. Task/time management skills.

#### Additional Information

Closing Date: 28 March 2024  
Enquiries: Ms. N Kubheka (033) 897 4407  
African Males, African Females and people with disabilities who meet the requirements. The new Z83 form must be used effective 1st January 2021 and can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies).  
The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted applicants will be contacted and requested to submit their supporting documents.  
The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates.

#### How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: [KZNHelpDeskRecruit@KZNpremier.gov.za](mailto:KZNHelpDeskRecruit@KZNpremier.gov.za)

Closing Date : 28 Mar 2024

#### Disclaimer

##### DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

a)The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.

b)If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.

c)Applications received after the closing date will not be considered.

d)Please clearly indicate the name of the post and reference number of the position for which you are applying.

e)Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.

f)Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.

g)It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.

h)Only candidates who meet the requirements may apply.

i)Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.

j)Applications from Recruitment Agencies will not be considered.

k)Applications sent to incorrect email address will not be considered.

l)The respective Provincial Departments and Public Entities reserve the right not to make an appointment.

m)The appointed candidate shall be required to sign a performance agreement.

n)Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.

o)The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.