VACANCY ADVERTISEMENT

Reference Number:	KZNPG/20250408/3242
Advert Reference Number:	DTPC10/04/2025
Job Title:	SCM Systems Officer
Job Level:	Paterson C4
Vacancy Type:	Internal & External
Salary:	R511,000 to R715,400 Total Cost to Company
Department:	DUBE TRADEPORT
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Finance Division
Number Of Posts:	1

Duties/Responsibilities:

Job Purpose

To facilitate the effective procurement of goods and services through support and management of internal Application Software systems.

Key Performance Areas

Database Management (Design Development & Testing)

Provide technical direction and vision regarding database and application security.
Create and manage database integrity, access and security in accordance to established organisational policy.
Clone and rename Databases.
Backup and recovery of system information

Application Software Management

Define or contribute to decisions about tools and methods.
Investigate application development tools and software.
Amend, customise and improve the current Finance system application (E-work Flow).
Configure, implement and support application development tools and software, version control tools, report writers and management tools
Conduct System Application Design, Development, Testing and Implementation.
Contribute to decisions about the compatibility and integration of software and hardware in new and existing Information Communication and Technology(ICT) systems.
Liaise with vendors and consultants in the resolving of faults and errors and the gathering of information regarding software packages.
Create interfaces between Enterprise Resource Planning (ERP) applications in different environments.
Implement all system required updates and run system checks to ensure that all updates are complete.
Review service provider invoices for the maintenance and licencing of the e-workflow.
Create a register for all software licenses.
Facilitate license renewals for all applications within Finance (e.g. Workflow, Sage Evolution, Caseware, etc.) one month prior to expiry.

System Maintenance and Support

System Maintenance and Support Identify new processes and process enhancements required.
Obtain necessary approvals for all system changes.
Design and create new workflows on Acctech to address areas of improvement identified.
Modify existing workflows to address challenges within the system.
Facilitate testing of all changes on a test environment.
Deploy to production and obtain postproduction approval.
Receive and analyse all procurement system user queries and provide user technical assistance timeously.
Resolve all queries and liaise with the system technical support on hardware and software related issues.
Assist with unlocking all users who are locked out of the system.
Manage consultants responsible for system architecture and maintenance.
Monitor progress of new developments.
Analyse change in SCM legislative environment regularly to assess impact on the electronic system.
Design system changes (where possible) to address these changes and assess whether changes can be done internally or would require outsourced system design architecture.
Design procedures to monitor all system changes.
Design control procedures and alert notifications to enhance operational functionality of the Acctech system.
Create report templates and customised reporting on Acctech to suit user requirements.

System Control

Draft and implement system controls and procedures.
Oversee the process of adding new users and terminating old users on the E-workflow system.
Maintain comprehensive records to address IT general controls requirements and ensure adequate documentation (e.g. system changes; administrator logs, etc.) are kept for audit purposes.
Liaise with internal and external auditors on IT general controls for Finance.
Manage all escalated queries referred to external system technical support until resolved.
Work with the system developers to add new modules and processes on the system.
Create different Reports from the system.
Manage E-workflow system risks and ensure that no unauthorised entry is permitted.
Conduct annual system trainings and workshops.

Qualifications and Experience:

National Diploma in Computer Science, Information Technology or similar.
Bachelor's Degree or equivalent in IT or IT Auditing or an Advanced Diploma in IT will be advantageous.
Sage Evolution certification.
Minimum of 5-8 years' experience in supporting Supply Chain Management systems or IT auditing, network support or programming.
Computer Literacy (Ms office: Word, PowerPoint, Excel).

Essential Knowledge, Skills and Competencies Required:

Knowledge and understanding of Public Financial Management Act, Treasury Regulations and all relevant legislations.
Advanced SQL skills and query writing skills.
Experience in designing/Optimizing Microsoft Sequel (MSSQL) Database.
Optimization and tuning of all MSSQL aspects.
Knowledge of corporate governance principles.
Knowledge of risk management concepts, frameworks and methodology.
Knowledge of Fraud prevention strategies.
Innovation and creativity, Analysis and problem solving, Systematic thinking, Organisational awareness, flexibility, Drive and persistence, Self-confidence, Integrity, Reliability, Teamwork, Proactive communication, Developing relationships, Written communication, Organising and prioritising, detail focused and customer focused.

Additional Information

Employment Equity

Preference will be given to Black candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.

Remuneration and Benefits

R511,000 to R715,400 Total Cost to Company, inclusive of:
R840 Medical Allowance per month.
Company Contribution to Provident Fund and Approved Group Risk Benefit.
Cellphone allowance of R1,000 per month.
Non-guaranteed performance bonus.
20 Working days leave per annum.

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

Closing Date : 25 Apr 2025

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.

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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.