



ERRATUM

Please be advised that the job title and reference number for the post of Manager: Supply Chain Management, previously advertised on the Sunday Times newspaper on 11 December 2016, has been amended as follows:

Manager: Asset Management and Procurement (Ref: PPSA 15/01/2017)

Location: Head Office, Pretoria

All-inclusive package per annum: R726, 276.00

Requirements: National Diploma: Supply Chain Management / Finance /Economics and / or related field or an appropriate B Degree obtained from a recognised and registered tertiary institution. Five (5) years' working experience in financial accounting especially in asset management and procurement. Minimum of three (3) years' middle management experience. Knowledge of PFMA, GRAP, PPPFA, BBBEE and Treasury Regulations. Computer literacy (Microsoft Office Suite, SAP and Caseware. A valid driver's licence. Report writing skills.

Key responsibilities and duties: Reporting to the Senior Manager: Supply Chain Management, the successful candidate will be responsible for the following: Overall management and safeguarding of all the assets and inventory of the Public Protector South Africa. Assist in the preparation of the Annual Financial Statements (AFS) pertaining to asset and inventory management and SCM. Application of GRAP 17: Property, plant and equipment and GRAP 12: Inventories. Develop and improve/update systems, policies and procedures in respect of asset management and supply chain management. Oversee and conduct asset verifications and update the fixed asset register on SAP. Perform fixed asset reconciliations on a monthly basis. Reconcile the fixed asset register to the general ledger on SAP and ensure

that the general ledger ties up to the financial statements on Caseware. Ensure proper responses to audit queries and implementation of management action plans. Supporting the Bid Adjudication Committee and other bid committees. Ensure compliance with all relevant legislative prescripts. Managing relationships with strategic suppliers to obtain procurement value and ensuring continuity in the supply of goods and services. Giving guidance and training on supply chain management requirements. Managing the administrative process of acquiring goods and services. Managing all activities pertaining to requests for proposals and bids. Managing the development of subordinates and their daily responsibilities.

Enquiries: Mr K Kaposi, tel. (012) 366 7038

Note: All appointments will be done in terms of the Public Protector Act and a 6 month probation period which may be extended to 12 months will be applicable. The successful candidates will be expected to sign the secrecy declaration form and performance agreement within 3 months of accepting the position.

All successful candidates will have to undergo security clearance; vetting and competency assessments may be conducted.

The office reserves the right not to fill the vacancies. Correspondences will be limited to the short-listed candidates. Should you not be contacted within 3 months, please consider your application to be unsuccessful.

To apply, please visit our website www.publicprotector.org for full details on this post. Applications must be accompanied by a covering letter with a detailed CV and 3 references (including certified copies of qualifications and ID document). The Public Protector South Africa is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representivity (race, gender and disability). Preference will be given to the candidates whose appointment or promotion meets the requirements for Employment Equity representivity in the Office and residing in the respective Province the post is located.

People with Disabilities, Coloured, Indians and Females will be given preference.

Please direct your application, stating the relevant reference number as follows:

Head Office, Pretoria for the attention of Mr P Monama; Private Bag X677, Pretoria 0001 or hand-deliver to Public Protector House, 175 Lunnon Road Hillcrest Office Park. Hillcrest. Pretoria.

The closing date for the above mentioned post has been extended to 27 January 2017.