

**LOCATION:** Supply Chain Management, Silverton, Pretoria

**REFERENCES:** Post No 19/12/3117

**Generic Competencies:**

- The post requires advanced skills in: strategic capability and leadership, programme and project management, financial management, change management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus.
- Applicants must have knowledge of systems, processes, procedures, policies and legislation relevant to the field of the post, such as the Minimum Information Security Standards (MISS), Public Service Act, South African Police Service Act, as well as Public Finance Management Act, Treasury Regulations, Police / Public Service Regulations, Risk Management Framework in the Public Sector and other relevant legislation.
- Applicants must also be computer literate (Microsoft Word / Power Point / Excel).

**Appointment Requirements:**

- Applicants must be in possession of a three year Bachelor's Degree or Diploma (minimum of NQF 6 or equivalent qualification) in Police Administration / Procurement / Financial Management / Supply Chain Management / Business Administration or related fields of study;
- An applicable higher qualification in the above-related fields, as well as relevant training and development in an Executive Development Programme, Leadership and Management Training, Programme and Project Management may be an added advantage;
- Applicants currently serving in the Public Service must have a minimum of three years' appropriate managerial experience on the level of Major General / Chief Director, in the core functions of the post;
- Applicants who are not currently serving in the Public Service must have a minimum of three years' proven appropriate managerial experience on a senior level in the core functions of the post;
- Applicants must be fluent in at least two of the official languages, of which one must be English;
- Applicants must be in possession of a valid motor vehicle driver's license; and
- The successful candidate will be expected to undergo a security vetting process to the level of Top Secret and obtain a security clearance of Top Secret within six months after appointment (if not already in possession of such a valid security clearance).

**Core Functions:**

- Oversee the implementation and management of demand, policy and performance management within Supply Chain Management
- Oversee an appropriate, fair, equitable, transparent, competitive and cost effective procurement process within Supply Chain Management
- Oversee the effective and efficient management of Moveable Government Property (MGP) within Supply Chain Management

- Oversee an efficient and effective immovable asset infrastructure (Facility Management) to the South African Police Service to be able to perform its mandate
- Oversee an effective and efficient transport management function in the South African Police Service
- Oversee the availability of a proper support service for efficient and effective service delivery
- Oversee the proper management and utilisation of all resources allocated to the immediate post environment in accordance with relevant directives and legislation.

**General:**

- Application forms will be available from:  
SAPS Head Office, Wachthuis Building, Thibault Arcade, 225 Pretorius Street, PRETORIA, 2nd floor, room T208
- Application forms will also be available at the Provincial Offices, Human Resource Management and on the SAPS Website: <https://www.saps.gov.za>. The application form that must be used is circulated together with the advertisement and it may be requested via only one of the following e-mail addresses:  
SibiyaP2@saps.gov.za  
MolomoL@saps.gov.za  
SeniorAppointmentsHQ5@saps.gov.za  
PhashaM2@saps.gov.za  
RamatlakanaS2@saps.gov
- Application forms may be delivered by hand to  
SAPS Head Office, Subsection: SMS Appointment Administration:  
Wachthuis Building, Thibault Arcade, 225 Pretorius Street, PRETORIA, 2nd floor, room T208 (between 07:30 and 16:00), or  
may be posted to (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 20 January 2020 at 16:00:  
The South African Police Service  
Subsection: SMS Appointment Administration  
Private Bag X 986  
PRETORIA  
0001
- The onus is on the candidate to obtain a reference number as proof of registration of the application. It is furthermore the responsibility of the applicant to ensure that the application has been received at the Subsection: SMS Appointment Administration, Head Office on or before the closing date and time of the advertisement. Late applications will not be accepted or considered.

- **Enquiries** can be directed to any of the personnel at SMS Appointment Administration: Head Office including Colonel Hudson, Lieutenant Colonel Horst, Lieutenant Colonel van Rensburg, Captain Sibiya, at telephone number: (012) 393-4463 / 1078 / 4320 / 1963 / 1484.

**Please take note of the following:**

- The closing date for applications is: **20 January 2020 at 16:00**
- Only the official application form as mentioned in paragraph 5 supra will be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. Each page of the application form must be signed by the applicant.
- The post particulars and number of the post must be correctly specified on the application form.
- The CV must contain full particulars of:
  - all boards on which an applicant serves;
  - current employment and other business interests;
  - career promotions, appointments, career developments, career history, and
  - current studies and qualifications.
- An applicant must also attach to every application certified copies of all of the following documents:
  - ID document;
  - valid motor vehicle driver's license;
  - Degree / Diploma certificates of all educational qualifications obtained (academic records and / or statements of results only do not suffice);
  - academic records / statement of results; and
  - service certificates of previous employers stating the post occupied.
- Applicants must declare all interests or involvement in a public – or private board or council or any other private entity of which such interest may create a conflict of interest.
- Successful candidates for appointment, will be vetted in terms of Chapter 7, Part 2 of the Children's Act, 2005 (Act No 38 of 2005) or the National Sex Offenders Register [Section 42 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007)]. A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. If it appears after an applicant's appointment that his / her name appears in either of the indicated registers, his / her appointment may be re-considered.
- Candidates are expected to disclose if he / she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act No 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 Of 2011), and may be disqualified from appointment to that post.

- The final selected candidate must disclose any financial interest, in the prescribed format, as provided for in the SAPS Employment Regulations, 2018 for newly appointed SMS candidates or proof of the electronic submission for the previous disclosure period.
- The successful candidate will be required to undergo a security vetting process to the level of Top Secret and obtain a security clearance of Top Secret within six months after appointment (if not already in possession of such a valid security clearance). In the event that an applicant is appointed and he / she fails to obtain a security clearance to the level of Top Secret, such applicant's appointment may be re-considered.
- Appointments will be made in terms of the SAPS Act, 1995 (Act No 68 of 1995).
- Correspondence will be conducted with successful candidates only.
- Shortlisted candidates will have to submit two (2) sets of fingerprints to the secretary of the selection committee for verification/vetting against the National Criminal Record Database as well as the National Register for Sex Offenders (NSRO).
- All shortlisted candidates will be subjected to an assessment centre process, in compliance with DPSA directives, which will be used to test the relevant technical elements of the job and the generic managerial competencies, the logistics of which will be communicated by the department.
- The successful candidate will have to conclude a contract of employment, enter into a performance agreement and disclose all financial interests in terms of the South African Police Service Employment Regulations, 2018, as amended, and the Public Service Regulations, 2016.
- The South African Police Service is under no obligation to fill a post after the advertisement thereof.
- Although the post is advertised, the National Commissioner may withdraw a post from the advertisement, re-advertise the post or fill the post by transferring a person at the same level where this is deemed to be in the interest of service delivery.
- In accordance with National Instruction 9 of 2016, as well as Regulation 24 of the SAPS General Regulations, expenses with regard to travel and accommodation of candidates may be paid by the South African Police Service.
- The appointment of the successful applicant will come into effect on the first day of the month following the date on which the National Commissioner approved the appointment (Employees of the SAPS) or on the day of assumption of duty (external appointments).

**We welcome applications from persons with disAbilities**

