



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 13 May 2024

NOTE: Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed or e-mailed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

POST: SUPPLY CHAIN CLERK SUPERVISOR REF NO. 130524/19

BRANCH: PROVINCIAL OPERATIONS: WESTERN CAPE DIR: SUPPORT SERVICES

SALARY: R 308 154 per annum (Level 7)

CENTRE: Bellville

REQUIREMENTS: A Senior Certificate / Grade 12 certificate or relevant qualification. Three (3) to five (5) years relevant experience. The disclosure of a valid unexpired driver's license. Computer literacy (especially Excel). Basic knowledge of supply chain duties, practices as well as the ability to capture data. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Good communication skills. Knowledge of administrative and clerical procedures. Teamwork. Problem solving and analysis. People and diversity management. Client Orientation and Customer Focus. Accountability and ethical conduct. Good presentation skills.

DUTIES: Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Oversee the verification of the asset register. Bar-coding of assets. Perform monthly reconciliation for both assets and finance lease. Maintain and update the asset register (historic register, new additions and WIP register). Update movement of assets. Update the disposal and loss register monthly. Conduct bi-annual physical verification. Update inventory lists. Identify redundant, non-serviceable and obsolete asset items for disposal.

ENQUIRIES: Mr. MM Chaka Tel No: 021 941 6076

APPLICATIONS: Western Cape (Bellville): Please forward your application quoting the relevant reference number to The Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville. For attention: Mr. V Mzimba