

POST:

SENIOR PROVISIONING CLERK (SCM)

Directorate: Supply Chain Management

SALARY:

R115 212 per annum (Level 5)

CENTRE:

Bloemfontein

REF

270315/10

REQUIREMENTS:

A Grade 12 certificate or equivalent qualification. Relevant experience in Supply Chain Management environment will be an added advantage. Sound knowledge of the PFMA, Treasury Regulations and Supply Chain Management procedures. Excellent communication and administrative skills, computer skills in MS Office software. Knowledge of LOGIS. Good written and verbal communication skills. Must be able to work under pressure. Excel Certificate will be recommended.

DUTIES:

Render demand and acquisition clerical support. Capture requisitions on LOGIS. Capture receipt and issue vouchers. Keep track of invoices received until they are paid. Ensure that all invoices are paid within 30 days. Maintain and update suppliers' database. Compile monthly reports on purchase requisitions and purchase orders raised. Respond to queries from internal and external clients. Perform any other duties as delegated by the supervisor.

ENQUIRIES:

Ms E. Bosch, tel (051-405 9276)

APPLICATIONS

*Please forward all applications for the **centre: Bloemfontein** quoting the reference number to: The Provincial Head, Department of Water and Sanitation, Private Bag X 528 Bloemfontein 9300 or hand deliver to 2nd Floor, Bloem Plaza Building, c/o Charlotte Maxeke & Eastburger Streets, **For attention:** Ms R Ntja*