

POST : **CHIEF PROVISIONING ADMINISTRATION CLERK**
Contract Management (Water Trading Entity)

SALARY : R183 438 per annum (Level 7)
CENTRE : Durban (Pongola-UMzimkhulu Proto CMA), Ref: 150515/16
REQUIREMENTS : Grade 12 Certificate with at least (3) to (5) years' experience in Supply Chain Management. In depth knowledge of the SCM Framework, and Procedures. Knowledge of legislative prescripts & policies: PFMA, Treasury Regulations, BBBEE and PPPFA. Experience and ability to work on SAP MM System is compulsory. Strong verbal, written communication and interpersonal skills. Must possess supervisory experience. Must be computer literate: Ms Excel, Ms Word, and Outlook. Must possess a valid driver's license.

DUTIES : The incumbent will be responsible for: Capturing contracts on SAP system. Maintain a data base of all WTE contracts and report on their progress and status thereof. Review from time to time all existing contracts to check on their status i.e. expiry, available budget. Ensure that reports are submitted to Head office timeously liaise with the relevant program managers and users on contract renewal or new procurement processes to be followed. Administer transversal contracts and file copies of contracts close up, reports on contracts awarded. Monitor contract expenditure and report to project managers to make informed decisions. Supervise senior provisioning admin clerks. Perform any other SCM duties that may be delegated by the supervisor.

NOTE : Candidates may be subjected to a skills and knowledge test.
ENQUIRIES : Ms S Sewbaran, tel: (031) 336 2712.
APPLICATIONS : Please forward your application quoting the reference number to: The Regional Head: KwaZulu-Natal, Department of Water and Sanitation. P. O. Box 1018, Durban, 4000 or hand-deliver to 88 Joe Slovo Street (formerly known as Field Street), Southern Life Building, 9th Floor, Durban. For attention: The Manager (Human Resources)