

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

SALARY : R183 438 per annum (Level 7)
CENTRE : Durban (Pongola-UMzimkhulu Proto CMA), Ref: 150515/17
REQUIREMENTS : Grade 12 Certificate with at least (3) to (5) years' experience in Supply chain Management. In depth knowledge of the SCM Framework, Policy 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 required to verify and pre-authorize transactions on the SAP System relating to stock Reservations, requisitions and invoicing. Perform Goods Receipt and invoice verification Verify supplier's information on CIRPO, and VAT Registration. Update and maintain the Vendor registration process for new vendors on the database. Comply with all relevant policies, procedures and prescripts. Adhere to month end reporting requirements. Ensure compliance to internal control measures to mitigate risks Maintain and clear the GRIR account. Attend to queries from external and internal stakeholders. Supervision and mentoring of staff. 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)