



## WATER AND SANITATION

### APPLICATIONS

Please forward your applications quoting the relevant reference number for **Centre: Pretoria:** To the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, corner Cnr Visagie and Bosman, street, Pretoria. **For attention:** Ms Cindy Mazibuko.

**For Centre : Western Cape Regional Office** Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville. **For attention:** Mr. B. Saki 021 941 6018

**For Centre Mmabatho:** Please forward your applications quoting the relevant reference number to The Provincial Head, Department of Water and Sanitation, Private Bag x 5, Mmabatho 2735. Cnr Dr. James Moroka Drive and Sekame Road Mega City Shopping Centre Unit 99, Ground Floor. **For attention:** Ms K Mutloane

**For Centre Durban/Dundee** Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9<sup>th</sup> Floor, Durban. **For attention:** The Manager (Human Resources)

### CLOSING DATE

**03 JUNE 2016 AT16H00.**

### NOTE:

Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity Document. For all posts, please forward your application quoting the relevant reference number, to the address mentioned at each post. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic

managerial competencies using the mandated DPSA SMS competency assessment tools” **People with disabilities are highly encouraged to apply for the posts.**

**POST:**

**PROVISIONING ADMINISTRATION CLERK: TRADING ACCOUNT REF: 030616/67**

**SALARY:**  
**CENTRE:**

R 142 461 per annum (Level 5)  
Western Cape Regional Office: Bellville

**REQUIREMENTS:**

Grade 12 certificate. Computer literacy. Knowledge of and understanding of the PFMA, PPPFA, Treasury Regulations and Supply Chain Management Procedures. Good communication and writing skills. Knowledge of procurement administrative procedures. Knowledge of Supply chain management systems.

**DUTIES:**

Sending RFQs to suppliers. Receiving of quotes from Suppliers. Maintenance of RFQ register. Checking supplier's status on Supply Chain Management systems. Supplier selection. Creating Purchase Requisition and Purchase Orders. Compile recommendation form. Verify Vat registration. Verify company registration. Assist with the opening of the tender box. Asset administrator and inventory store controller.

**ENQUIRIES:**

Mr. L Cwaba Tel, (021) 941 6017