



DEPARTMENT OF WATER AND SANITATION

- APPLICATION** : **Centre East London; King William's Town; Umthatha; Port Elizabeth:**
Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X 7485 King William's Town 5600 or hand deliver at No. 2 Hargreaves Avenue King William's Town. **For attention:** Mr K Noah.
- CLOSING DATE** : **18 NOVEMBER 2016 TIME: 16H00**
- POST** : **ASSISTANT DIRECTOR SUPPLY CHAIN MANAGEMENT REF: 181116/45**
- SALARY** : R 311 784 per annum (Level 09)
- CENTRE** : King Williams Town
- REQUIREMENTS** : National Diploma/Degree in Finance / Supply Chain Management. Three (3) to five (5) years' experience in Supply Chain Acquisition and Demand Management. Knowledge of policy development and implementation. Knowledge of organizational and government structures. Understanding of Government legislation. Knowledge of Supply Chain Management Regulations, practice notes, circulars and policy frameworks. Knowledge of Broad Based Black Economic Empowerment Act 53 of 2003. Knowledge of contract management. Knowledge of strategic sourcing. Public sector supply chain management models and processes. Delegation authority. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and Analysis. People and diversity management. Client orientation and customer focus. Communication. Accountability and ethical conduct. Knowledge of analytical procedures. A valid driver's licence.
- DUTIES** : Manage Demand and Acquisition Management Units. Ensure full compliance to all acquisition and Demand Management Prescripts, Policies and Delegations of Authority. Coordinate inputs in the Demand Plan. Conduct Market and commodity research. Maintenance of Supplier and PSP Database. Ensure that procurement is in line with the approved demand plan. Ensure effective functioning of all Bid Committees. Assist with drafting of Specifications. Develop and implement internal control measures for procurement. Ensure that quotations and bids are managed effectively and efficiently according to National Treasury Prescripts and Departmental SCM Policy. Communicate SCM policies and procedures to all officials in the Regional Office. Ensure that documents submitted to Logistics for order creation are fully compliant with Acquisition Management prescripts. Provide regular feedback to database management on the performance of suppliers. Manage all contracts awarded by the Regional Office. Monthly reporting of procurement, irregular, fruitless, as well as unauthorized expenditures incurred by the Regional Office. Monthly reporting on procurement against Demand Plan. Management and supervision of team members.
- ENQUIRIES** : Mr C.R. Samuels (043) 6045405