



DEPARTMENT OF WATER AND SANITATION

CLOSING DATE

22 APRIL 2016

APPLICATIONS

Please forward your applications quoting the relevant reference number for Centre: **Bloemfontein**: The Provincial Head Department of Water and Sanitation Private Bag 528, Bloemfontein, 9300. Sanlam Plaza building Corner of Charlotte Maxeke and East Burger Street Second Floor **For attention : PJ Mofokeng**

NOTE:

Applications must be submitted on signed and dated form Z83, 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 permanent 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 subject 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. **PEOPLE WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY.**

POST

SENIOR PROVISIONING ADMINISTRATION OFFICER REF: 220416/02

SALARY

R 243 747 per annum (Level 8)

CENTRE

BLOEMFONTEIN

REQUIREMENTS

National diploma /Bachelor's degree in Public Administration, Public Management or Purchasing Management or Logistic Management. Three (3) – Six (6) years experience in Administration. Must have knowledge of procurement administrative procedures. Knowledge of financial legislation, BAS, SAP and GAAP. Disciplinary knowledge of labour law, dispute resolution process and labour relations policies. Should have an understanding of Social and Economic development issues. Basic financial management and knowledge of PFMA. Knowledge in management. Excellent problem solving, analysis and communication skills.

DUTIES

Consolidate demand plan inputs from various components and compile the provincial office's demand plan. Compile monthly and quarterly progress reports for Demand Plan Ensure that procurement is done in line with component's demand plan. Receive request memos from Chief Users and log them on a register. Perform goods receipt and capture all invoices on LOGIS. Keep record of all received and processed invoices and ensure that payments are made within 30 days. Keep record of accruals and prepare reports on a monthly basis. Open price quotations less than R30 000.00 and check for all compliance requirements. Ensure compliance of database forms and authorize banking details on LOGIS.

ENQUIRIES

Ms E. Bosch (051-4059000)