



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 CLERK (SCM). REF :220416/04

SALARY

R 132 399 per annum (Level 5)

CENTRE

BLOEMFONTEIN

REQUIREMENTS

Grade 12 or equivalent qualification. Two (2) year relevant experience in supply chain/procurement management environment will be an added advantage. Sound knowledge of the PFMA, Treasury Regulations and Supply Chain Management procedures, Excellent communication and administrative skills, computer literacy-MS Excel (intermediate) and general computer literacy. Knowledge of LOGIS. Good written and verbal communication skills. Ability to work under pressure.

DUTIES

Render general clerical support services. Provide Supply Chain Management Support services within the component. Provide personnel administration clerical support services within the department. Provide financial administration support services in the component.

ENQUIRIES

Ms E. Bosch, tel (051-4059000)