



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS : **For Centre: NWRI: Central Operations (Pretoria)** Department of Water and Sanitation, NWRI Central Operations, Private Bag X273, Pretoria, 000, or hand deliver to 1st Floor, Praetor Forum Building, 267 Van Der Walt Street, Pretoria. attention: Mr BK Shiphamele

CLOSING DATE : **24 JUNE 2016 at 16h00**

POST: **CHIEF PROVISIONING ADMINISTRATION CLERK: SCM- REF: 240616/30**

SALARY: **R 211 194 per annum (Level 07)**

CENTRE: **NWRI: Central Operations, Pretoria**

REQUIREMENTS: Grade 12 certificate and/or equivalent. Three (3) to five (5) years relevant experience in the field of Supply Chain Management. Computer literacy. An appropriate experience in a SAP environment and supervision experience will serve as an advantage. Good knowledge of PFMA, PPPFA, Treasury Regulations, Practice notes and Supply Chain Management policies and procedures. Extensive knowledge in buying/purchasing. Must be able to work under pressure. Must have the ability to communicate effectively with clients. Good planning, organising, leading and problem solving skills. A valid driver's licence. Coordinate and consolidate Demand Plan for all Sites/Area Office under Central Operations. Candidates applying for this position should be willing to travel nationwide.

DUTIES: Supervise subordinates. Administer the procurement of goods and services. Ensure compliance to SCM policies, processes and procedures including Site/Area Offices under the NWRI: Central Operations Cluster. Provide training to the internal clients regarding SCM processes and procedures. Attend to enquiries regarding SCM. Release purchase orders and purchase requisitions on SAP system. Check purchase requisitions for correctness, completeness and sign the requisition document. To coordinate the invitation of competitive price quotations and bids through the maintenance of a fair, equitable and transparent Supply chain management. Maintain the various bids register to ensure transparency and record keeping. Compile audit reports. Check documentation for correctness and sign order document. Conduct quarterly reviews for subordinates and submit them within the provided timelines. Implement control to ensure that purchase orders are placed for items on approved contract. Implement control to ensure that where contract does not exist, the price quotation or bidding process of ordering are applied.

ENQUIRIES Mr. M Lidzhade, Tel. (012) 741 7327