



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATION** : **Centre Pretoria, Umzimvubu:** Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X 350, Pretoria, 0001 or hand deliver at the Continental Building, cnr Visagie and Bosman, Continental Building. **For attention:** Ms Cindy Mazibuko
- CLOSING DATE** : **25 NOVEMBER 2016 TIME: 16H00**
- POST** : **SENIOR PROVISIONING ADMINISTRATION CLERK REF: 181116/89**
(Supplier Database)
- SALARY** : R 142 461 per annum (Level 05)
- CENTRE** : Pretoria
- REQUIREMENT** : Grade 12 certificate or equivalent qualification. One (1) – two (2) years experience in SCM will be added advantage. Knowledge in Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Central Supplier Database (CSD), Logis system and procurement administrative procedures. Computer Literacy (i.e.: MS Office), Communication and Problem solving
- DUTIES** : Assist with selection of suppliers on CSD. Assist suppliers regarding registration requirement processes for CSD. Attend to suppliers regarding CSD related enquiries. Capturing of banking details on Logis mainframe and Safety Web. Update supplier information on Logis. Administer with the issuing of the supplier performance reports and reporting thereof.
- ENQUIRIES** : Mr S Nxumalo, Tel (012) 336 6808