



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS

For Centre: Pretoria: please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, corner Cnr Visagie and Bosman, street, Pretoria. **For attention:** Ms Cindy Mazibuko

CLOSING DATE:

26 AUGUST 2016.TIME:16H00

POST

: **ASSISTANT DIRECTOR: PSP (Quotations Management): Chief Directorate: Financial Accounting and Supply Chain and Asset Management. REF: 190816/14**

SALARY

: **R311 784 per annum (level 09)**

CENTRE

: **Pretoria**

REQUIREMENTS:

A National Diploma or Degree in Public Management/Finance/Supply Chain Management. Three (3) to five (5) years experience in Acquisition Management two (2) of which must be at supervisory level. Knowledge of organizational and government structures. Knowledge and understanding of Supply Chain Management Framework and processes. Understanding of the application of SCM procedures and Delegations. Knowledge and understanding of the application of Broad based Black Economic Empowerment. Report Writing, communication and supervision skills. Accountability and good ethical conduct. Ability to enforce compliance. Ability to work under pressure

DUTIES:

Manage the Sourcing of quotations based on different threshold levels. Attend quotations evaluations sessions with end users. Ensure Compliance with, Departmental SCM Policy, PPPFA, National Treasury Prescripts/Instruction notes as well as any legislation governing the procurement of goods and services .Provide regular feedback to Demand Management /Data base on non responsive suppliers Provide regular feedback to clients regarding the status of their requests. Produce monthly reports Supervision and management of officials

ENQUIRIES

: **Ms E Kgwadi, Tel (012) 336 7120**