



DEPARTMENT OF WATER AND SANITATION

APPLICATIONS

Centre: Pretoria, Free State, Durban KZN: 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, (Cnr Visagie) and Bosman, street, Pretoria. **For attention:** Ms Cindy Mazibuko.

CLOSING DATE

: **02 JUNE 2017 TIME: 16H00**

POST

: ASSISTANT DIRECTOR: INVENTORY (WTE) REF NO: 020617/16

SUB-DIRECTORATE

: LOGISTICS AND INVENTORY MANAGEMENT

SALARY

: R 334 545 per annum (Level 09)

CENTRE

: Pretoria

REQUIREMENTS

: National Diploma or B Degree in Economics/Commerce/Business Economics/Purchasing/ Logistics or equivalent. Three (3) to five (5) years experience in supply chain management. Knowledge of policy development and implementation. Practical knowledge of Financial Management and Systems. Knowledge of all the supply chain management (SCM) policies. Sound knowledge of the Generally Recognised Accounting Practice (GRAP). Knowledge of strategic sourcing. Understanding of Public sector supply chain management models and processes. Basic knowledge of National Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA act). Government Supply Chain Management framework. Knowledge of and experience of Enterprise Resource Planning e.g SAP. Knowledge of Generally accepted accounting practice (GAAP). Excellent knowledge of excel and computer literacy skills. Knowledge of techniques and procedures for the planning and execution of operations. Understanding of programme and project management. Knowledge of relationship management. Problem solving and Analysis. People and Diversity Management. Excellent client orientation and customer focus. Good communication skills.

DUTIES

: Implement an effective and efficient inventory management system. Develop and implement effective solutions for the management and disposal stock. Support and guide management, Regions, Clusters and Construction sites with the relevant stock and disposal reports. Reconciliation and reporting of stock management. Ensure human resource management. Maintain disposal management. Coordinate internal and external audit within the WTE. Ability to work under pressure and to travel within the WTE to conduct SCM inspections.

ENQUIRIES

: Ms P. Mathiso Tel 012 – 336-7093