



## 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: CONTRACT ADMINISTRATION (WTE) REF NO: 020617/17

### DIRECTORATE

: SUPPLY CHAIN MANAGEMENT (WTE)

### SALARY

: R 334 545 per annum, (Level 09)

### CENTRE

: Pretoria

### REQUIREMENTS

: National Diploma or Degree in Finance/Supply Chain Management (SCM). Three (3) to five (5) years experience in supply chain management. Knowledge of policy development and implementation. Knowledge of organisational and government structures. Understanding of Government legislation. Knowledge of S.C.M Regulations, practice notes, circulars and policy frameworks. Knowledge of Broad Based Black Economic Empowerment Act 53 Of 2003. Knowledge of contract management and strategic sourcing. Understanding sector supply chain management models and processes. Delegation authority. Sound knowledge of financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Excellent relationship management knowledge. Good client orientation, customer focus and communication skills.

### DUTIES

: Develop and implement an effective and efficient contract management system within the WTE, Official SAP Super User. Arrange for training/access to SAP CM System. Follow up on monthly SAP Checklists. Management of stakeholder relationship. Provide guidance on contracts and performance related issues. Implement controls to mitigate short comings as identified by internal and external audits. Manage and report on contract performance, service provider progress report, non-performance reports and contract closeout reports. Human Resource management. Provide advice and support to line managers in relation to contract management. Release contracts on SAP Contract Management System and National Treasury Website. Controlling of payments on all contracts. Liaise with Line Function and Finance/Run Reports. Report to management.

### ENQUIRIES

: Mr. M SHAI, Tel 012 - 336 7413.