



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : All applications must be forwarded to: the Directorate: Planning, Recruitment and Selection Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Streets, Pretoria. FOR ATTENTION: Ms C Mazibuko
- CLOSING DATE** : **21 April 2017 Time: 16H00**
- POST** : **SENIOR PROVISIONING ADMINISTRATION OFFICER: SUPPLY CHAIN PRACTITIONER REF NO: 210417/02**
DIRECTORATE: SUPPLY CHAIN MANAGEMENT: (WTE)
- SALARY** : R 262 272 per annum (Level 08)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Degree in Economics / Commerce / Business Economics / Purchasing / Logistics or equivalent. At least two (2) years experience in Supply Chain environment in particular Acquisition Management. Knowledge of procurement administrative procedure. Knowledge of financial legislation, BAS, SAP and GRAP. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Knowledge of Management, problem solving and analysis. People and Diversity Management. Must be client orientated and customer focus. Excellent communication, accountability and ethical conduct skills.
- DUTIES** : Provide secretariat services to Departmental Bid Adjudication Committee, perform other bid administration functions in terms of the National Treasury prescripts. 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 end users regarding the outcome of the Departmental Bid Adjudication Committee meetings. Produce monthly procurement reports. Supervision and management of officials within the Acquisition Management sub-directorate. Ensure human resource management. Liaise with and support key stakeholders.
- ENQUIRIES** : Mr. S. Mohale, Tel 012-336 7413