



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: LOGISTICS AND INVENTORY MANAGEMENT REF NO: 210417/03**
DIRECTORATE: SUPPLY CHAIN MANAGEMENT (WTE)
- SALARY** : R262 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. Knowledge of procurement administrative procedure. Knowledge of financial legislation, 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. Willing to work under pressure. Driver's license as an advantage. Willing to travel across the WTE offices to implement controls
- DUTIES** : Performing stores and warehousing functions. Compilation of monthly and quarterly reports on inventory management services. Administration of stock purchase orders, goods and services receipt, Ensure human resource management. Liaise with and support key stakeholders.
- ENQUIRIES** : Ms N. Maluleka, Tel 012-336 8563