



## 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** : **PROVISIONING ADMINISTRATION OFFICER: GOODS RECEIPTS AND INVENTORY MANAGEMENT (WTE) REF NO: 210417/12**  
SUB-DIRECTORATE: LOGISTICS AND INVENTORY
- SALARY** : R211 194 per annum, (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Degree in Accounting / Financial Management / Economics / Business Economics / Purchasing / Logistics. At least one (1) year experience in Supply Chain Management. Knowledge in Financial, Logistics and Treasury Regulations. Preferential Procurement Policy Framework. Knowledge in Government Supply Chain Management framework. Knowledge of Enterprise Resource Planning system, e.g SAP. Sound knowledge of MS Office suite preferably Excel. Knowledge of dispute resolution process. Understanding of labour relations policies. Knowledge of Generally Recognised Accounting Practice (GRAP). Good computer literacy skills.
- DUTIES** : Administration of purchase requisitions for stock. Administration of goods receipt and goods issues. Verification of goods receipt and goods issues. Posting or capturing of goods and services receipt and issues on the SAP system. Compile and submit reports on stock.
- ENQUIRIES** : Mr N. Maluleka, Tel 012-336 8563