



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Vaal Proto-CMA (Gauteng Provincial Office): Please forward your applications quoting the relevant reference number to the Acting Chief Executive Officer: Gauteng Provincial Office, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver to 285 Francis Baard, 15th floor Reception, Bothongo Plaza East, Pretoria. For attention: Ms G Skosana (012) 392 1312.
- CLOSING DATE** : **23 JUNE 2017 TIME: 16H00**
- POST** : SENIOR PROVISIONING ADMINISTRATION OFFICER (WTE) (X 2 POSTS)
REF NO: 230617/16
- SUB-DIRECTORATE** : FINANCIAL MANAGEMENT
- SALARY** : R 281 418 per annum (Level 08)
- CENTRE** : Vaal Proto-CMA (Gauteng Provincial Office)
- REQUIREMENTS** : National Diploma or Degree in Supply Chain Management/Logistics/Purchasing Management qualification. Three (3) to five (5) years experience in Supply Chain Management administration environment. Knowledge of procurement administrative procedures. Knowledge of financial legislation. Knowledge of BAS, SAP and GRAAP. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of Social and Economic development issues. Basic knowledge in financial management, PFMA and Management. Problem solving and analysis. People and diversity management. Client orientation and customer Focus. Good communication skills. Accountability and ethical conduct.
- DUTIES** : Render demand and acquisition support. Provide effective provisioning of logistics support services. Administer the provision of tender services and contract management. Record all bid documents received. Forward relevant records to bid committee for processing. Keep register of bid documents. Manages Asset Disposal. Do capturing of all payments in the BAS/SAP system. Keep records of assets to be disposed. Maintain Asset register. Compile monthly reports. Administer the payment process for the goods and services acquired.
- ENQUIRIES** : Ms. G.M. Skosana, Tel 012-392 1312.