



DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	Centre: Pretoria: 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.
<u>CLOSING DATE</u>	:	23 JUNE 2017 TIME: 16H00
POST	:	SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 230617/17
SUB-DIRECTORATE	:	SUPPLY CHAIN MANAGEMENT
SALARY	:	R 281 418 per annum (Level 08)
CENTRE	:	Head Office , Pretoria
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	:	Administration of contracts: coordinate the drafting, vetting and signing of contracts. Ensuring that the contract register and transversal contract register are always updated. Ensure that all contracts are filed and scanned on the system. Approval of contracts on NT system; assisting during audit period. Administration of variations/amendments. Liaise with NT for renewal/amendments of transversal contracts. Checking and drafting of contract forms SBD 7.1/2. Reporting on a monthly and quarterly basis within prescribed period. Liaise with legal services on vetting of contracts. Liaise with Project Managers on contract related matters. Provide advice to end users on contract related matters. Supervision of officials.
ENQUIRIES	:	Ms. T. Mmola, Tel 012-336-7334.