



# water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : 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.
- CLOSING DATE** : **23 JUNE 2017 TIME: 16H00**
- POST** : SUPPLY CHAIN CLERK (SUPERVISOR) REF NO: 230617/21
- SUB-DIRECTORATE** : SUPPLY CHAIN MANAGEMENT
- SALARY** : R 226 611 per annum (Level 07)
- CENTRE** : Head Office Pretoria
- REQUIREMENTS** : Grade 12 Certificate or equivalent qualification. Three (3) to five (5) years experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Flexibility and team work. Basic knowledge of problem solving and analysis. People and Diversity Management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Excellent computer literacy skills. Planning and Organising. Good verbal and written communication skills.
- DUTIES** : Administration of contracts: coordinate the drafting, vetting and signing of contracts. Update the contract register and transversal contract register. Follow up on outstanding contracts. Making copies and filling of contracts. Capturing 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. Liaising with Legal services on vetting of contracts.
- ENQUIRIES** : Ms. T. Mmola, Tel 012-336-7334.