



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: NWRI Eastern Operations (Midmar Dam, Howick, Ntshingwayo Dam, Newcastle) : Please forward your applications quoting the relevant reference number to The Director, Department of Water and Sanitation, Private Bag X 24 Howick, 3290. Hand deliver to Midmar Area Office, Midmar Dam, Howick. For Attention: Mr AZG Bebula..
- CLOSING DATE** : **29 SEPTEMBER 2017 TIME: 16H00**
- POST** : PROVISIONING ADMINISTRATION CLERK REF NO: 290917/13
- DIRECTORATE** : EASTERN OPERATIONS
- SALARY** : R 152 862per annum (Level 05)
- CENTRE** : Midmar, Howick
- REQUIREMENTS** : A grade 12 certificate or equivalent. Zero (0) to one (1) year appropriate experience will be an added advantage. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, SAP, LOGIS etc). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility and team work. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Language, good verbal and written communication skills. Computer literacy. Planning and organising.
- DUTIES** : Provide supply chain management support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of offices stationery. Keep and maintain the asset register of Eastern cluster offices
- ENQUIRIES** : Mr N. Singh, Tel 033 – 239 1216.