



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Gauteng Regional Office. Please forward applications quoting reference number to: The Regional Head, Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Francis Baard Street, Pretoria, 0001. For attention: Mr D Masoga
- CLOSING DATE** : 03 August 2018 TIME: 16h00
- POST** : ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 030818/02
- BRANCH** : OPERATIONAL INTEGRATION: GAUTENG, SD: FINANCIAL MANAGEMENT
- SALARY** : R 356 289 per annum, (Level 09)
- CENTRE** : Gauteng Regional Office, (Pretoria)
- REQUIREMENTS** : A National Diploma or Degree in Finance or Supply Chain Management. Three (3) to five (5) years' experience in Supply Chain Management. Knowledge and experience of policy development and implementation. Practical knowledge of organizational and government structures. Understanding of Government legislation. Knowledge of Supply Chain Management Regulations, practice notes, circulars and policy frameworks. Knowledge of Broad Based Black Economic Empowerment Act 53 of 2003. Knowledge of contract management. Knowledge and experience of strategic sourcing, Public sector supply chain management models and processes. Understanding delegation authority. Financial management skills and knowledge of PFMA. Practical knowledge of techniques and procedures for the planning and execution of operations. Programme and project Management. Knowledge of relationship management. Problem solving and Analysis. People and diversity management, client orientation and customer focus skills. Good communication skills. Accountability and ethical conduct. Knowledge of analytical procedures. A valid driver's licence (Attach certified copy).
- DUTIES** : Manage Demand and Acquisition Management Units. Ensure full compliance to all Acquisition and Demand Management Prescripts, Policies and Delegations of Authority. Coordinate inputs in the Demand Plan. Conduct market and commodity research. Maintenance of Supplier and Public Service Provider Database. Ensure that procurement is in line with the approved demand plan. Ensure effective functioning of all Bid Committees. Assist with drafting of specifications. Develop and implement internal control measures for procurement. Ensure that quotations and bids are managed effectively and efficiently according to National Treasury prescripts and Departmental Supply Chain Management Policy. Communicate SCM policies and procedures to all officials in the Regional Office. Ensure that documents submitted to logistics for order creation are fully compliant with Acquisition Management prescripts. Provide regular feedback to database management on the performance of suppliers. Manage all contracts awarded by the Regional Office. Monthly reporting of procurement, irregular, fruitless and unauthorized expenditure incurred by the Regional Office. Monthly reporting on procurement against Demand Plan. Management and supervision of team members.
- ENQUIRIES** : Ms. N Bonkolo, Tel 012 - 392 1335