



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Tugela Vaal: Please forward your application quoting the reference number to The Area Manager The department of Water and Sanitation Private Bag X1652 Bergville 3350 Or hand delivery to 01 kiepersol Avenue, Jagersrust 3354 the address for Attention Motsepe
- CLOSING DATE** : 03 August 2018 TIME: 16h00
- POST** : ADMINISTRATION CLERK REF NO: 030818/08 (This is a re-advertisement, applicants who have previously applied must re-apply)
- BRANCH** : NWRI, DIV: ADMIN SUPPORT TUGELA
- SALARY** : R163 563 per annum (Level 5)
- CENTRE** : Tugela Vaal
- REQUIREMENTS** : The successful candidate must be in possession of Senior Certificate. One (1) year relevant experience in SCM/procurement management environment will be an added advantage. Good knowledge of PFMA, PPPFA, Treasury Regulations, Government SCM framework / policies and procedures. Knowledge of SAP, Good communication skills (written and verbal), Computer Literacy skills (Ms Word, Excel), good interpersonal relationship skills and must be able to work under pressure. A valid driver's license.
- DUTIES** : Render effective procurement of goods and services. Provide SCM support services within the component. Update and control 0-9 file. Register invoices/delivery notes and submit to Finance. Capture GRV/service entry on SAP system. Identify risks associated to SCM. Follow up on outstanding deliveries. Compile various reports for SCM and maintain registers. The candidate should also assist with the following: compilation of demand plan, implementation of SCM framework, commodity analysis to ensure that required resources fulfill identified needs.
- ENQUIRIES** : Ms SO Magubane Tel: 036 438 8307