



## DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Head Office (Pretoria) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabile.
- CLOSING DATE** : 06 July 2018 TIME: 16h00
- POST** : **SENIOR SUPPLY CHAIN PRACTITIONER: ACQUISITION MANAGEMENT REF NO: 060718/20**
- BRANCH** : **FINANCE: WTE, ACQUISITION MANAGEMENT**
- SALARY** : **R 281 418 per annum (Level 08)**
- CENTRE** : **Head Office Pretoria**
- REQUIREMENTS** : Degree or National Diploma in Supply Chain Management/ Logistics/ Purchasing Management qualification. Three (3) to five (5) experience in SCM administration environment. Knowledge of procurement administration procedures. Knowledge of financial legislation. Knowledge of BAS. Knowledge of SAP. Knowledge of GAAP. Knowledge of labour law (Disciplinary Procedure/Dispute resolution process). Knowledge of labour relation policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Knowledge Management. Problem Solving and Analysis. Knowledge of People and Diversity Management. Client Orientation and Customer Focus. Good Communication skills (verbal and written). Accountability and Ethical Conduct.
- DUTIES** : Management of bids (above R500 000) and quotations (below R500 000), including advertising bids and request for quotations (RFQ's); facilitating the tender briefing sessions or site meetings; closing of bids and quotations; responding to bid enquiries; pre-evaluation and advisory support to bid evaluation committees (BECs) and drafting of bid evaluation reports. Draft and make inputs into management reports. Draft and make inputs into management reports (status reports and registers). Management of the budget. Supervise staff.
- ENQUIRIES** : **Mr M Mdletshe, Tel: (012) 336 7654**