



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **Centre Belville:** Please forward your applications quoting the reference number to the Provincial Head, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532, or hand deliver to No. 3 Blanckenberg Road, Sigma Building, Bellville. For attention: Mr B Saki.
- CLOSING DATE** : 09 March 2018 TIME: 16h00
- POST** : SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 090318/03
- SD** : FINANCIAL MANAGEMENT (WTE)
- SALARY** : R 281 418.00 per annum (Level 8)
- CENTRE** : Bellville
- REQUIREMENTS** : A National Diploma or Degree in Supply Chain Management, Logistics, Purchasing Management or relevant qualification. Three(3) to five(5) years relevant experience in Supply Chain Management administration environment. Good communication skills and Good presentation skills. Supervisory skills. Knowledge of financial legislations. Knowledge of SAP. Knowledge of GAAP. Knowledge of basic financial management and PFMA. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of Social and Economic development issues. Knowledge Management. People and Diversity Management. Customer orientation, Analytical skills, interpersonal, financial, good communication (verbal and written) skills, computer literate, planning and organizing and problem solving skills.
- DUTIES** : Render demand and acquisition support. Provide effective provisioning of logistical support services. Administer the provision of tender services and contract management. Ensure maintenance of asset register on SAP and facilitate asset disposals process. Administer the payment process of goods receipt for the goods and services acquired. Manage inventory store. Supervise human resource. Ensure that financial procedures are observed in the section. Compile and submit monthly and quarterly reports.
- ENQUIRIES** : Ms L Rahman (021) 941 6156