



**DEPARTMENT OF WATER AND SANITATION**

- APPLICATIONS** : Centre: Pretoria Head Office: 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:** Mr M Banda
- CLOSING DATE** : 16 March 2018 TIME: 16h00
- POST** : CHIEF PROVISIONING ADMINISTRATION CLERK: SCM REF NO: 160318/03
- CD** : WR INFRASTRUCTURE OPERATIONS AND MAINTENANCE, SD: SCM
- SALARY** : R 226,611 per annum (Level 07)
- CENTRE** : NWRI: Central Operations, Pretoria
- REQUIREMENTS** : A National Senior Certificate. Three (3) to five (5) years relevant experience in the field of Supply Chain Management. Computer literacy. Knowledge of SAP and supervisory skills will serve as an advantage. Good knowledge of PFMA, PPPFA, Treasury Regulations, Practice notes and Supply Chain Management policies and procedures. Extensive knowledge and experience in buying/purchasing. Must be able to work under pressure. Must have the ability to communicate effectively with clients. Good planning, organising, leading and problem solving skills. A valid driver's licence. Candidates applying for this position should be willing to travel nationwide.
- DUTIES** : Supervise subordinates. Administer the procurement of goods and services. Ensure compliance to SCM policies, processes and procedures including Site/Area Offices under the NWRI: Central Operations Cluster. Provide training to the internal clients regarding SCM processes and procedures. Attend to enquiries regarding SCM. Release purchase orders and purchase requisitions on SAP. Check purchase requisitions for correctness, completeness and sign the requisition document. Maintain and update contract register to ensure transparency and record keeping. Compile audit reports. Check documentation for correctness and sign order document. Conduct quarterly reviews for subordinates and submit them within the provided timelines. Implement control to ensure that purchase orders are placed for items on approved contract. Implement control to ensure that where contract does not exist, the price quotation or bidding process of ordering are applied. Check and maintain goods register. Identify redundant and obsolete stock. Control stock levels and conduct stock taking. Check, place and verify orders and deliveries for goods receipting. Perform stock taking. Perform goods receipts (GRV) on SAP.
- ENQUIRIES** : Mr Senthumule Mphateng, Tel. (012) 741 7318