



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: NWRI Central Operations Usutu Vaal (Standerton), Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X2021, Standerton, 2430 or hand deliver at the Department of Water and Sanitation, Office no. 1 (Admin Building), Grootdraai Dam, Standerton. **For attention:** Ms PN Myeni
- CLOSING DATE** : 16 March 2018 TIME: 16h00
- POST** : CHIEF ADMINISTRATION CLERK (SCM) REF NO: 160318/04
- CD** : WR INFRASTRUCTURE OPERATIONS AND MAINTENANCE, DIV: ADMIN SUPPORT
- SALARY** : R 226 611 per annum (Level 7)
- CENTRE** : NWRI Central Operations Usutu Vaal (Standerton)
- REQUIREMENT** : A National Senior Certificate. Three (3) to five (5) years experience in Supply Chain Management (Store Warehouse). Knowledge of SAP, PFMA, National Treasury Regulation, SCM, PPPF, BBBEE and other procurement policies and procedures. Computer Literacy (word, Excel and Outlook). Good written and verbal communication skills. Self-driven and ability to work under pressure and as a team. Innovative and ability to analyse problems. A valid driver's licence. Supervisory skills and knowledge of PMDS.
- DUTIES** : Key performance Areas: Manage the inventory purchasing process, replenishment, stock levels and other warehouse functions. Regular update of the bin cards. Conduct quarterly report and year end stock taking, report any losses and compilation of reports. Advice Departmental bid committees of SCM matters. Assist with internal queries and Audit queries. Handle internal and external clients complains and customer relationship. Evaluate work performance of the subordinates and provide on-the-job training
- ENQUIRIES** : Mr JP Manyaka, Tel no. (017) 712 9400