



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:** Ms L Van Wyk
- CLOSING DATE** : 20 April 2018 TIME: 16h00
- POST** : **SUPPLY CHAIN PRACTITIONER X 2 POSTS REF NO: 200418/13**
- BRANCH** : **FINANCE WTE**
- SALARY** : **R 226 611 per annum (Level 07)**
- CENTRE** : **Pretoria**
- REQUIREMENTS** : National Diploma or Bachelor Degree in Supply Chain Management / Finance / Purchasing / Logistics Management or equivalent. At least one (1) to (2) two years experience in Supply Chain Management with at least 1 year in Logistics and Inventory environment. Working knowledge of procurement administrative procedures. Good knowledge and understanding of financial legislation and the following:-Knowledge in (Logistics Management), PFMA, Treasury Regulations, Preferential Procurement Policy Framework (PPPF), Government Supply Chain Management framework, Enterprise Resource Planning system, Computer literacy(Excel and Word), dispute resolution process and knowledge of Generally Recognised Accounting Practice (GRAP). Problem solving and analytical skills. People and diversity management. Excellent client orientation and customer focus. Good communication skills. Good accountability and ethical conduct.
- DUTIES** : Administration of purchase requisitions for stock. Administration of purchase orders. Expediting and follow up on purchase orders. Reporting on open purchase orders. Provide support to end users; Inventory management; Goods receipt and issuing. Reporting skills. .Compile a procurement / demand plan. Administer goods receipts and goods issues. Provide logistical support services. Conduct inventory checks.
- ENQUIRIES** : Ms P Mathiso, Tel (012) 336 7093