



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: KwaZulu Natal (Durban): Please forward your applications quoting the relevant reference number to the Regional Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000. For attention: The Manager (Human Resources)
- CLOSING DATE** : 7 September 2018 TIME: 16h00
- POST** : SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 070918/09
OPERATIONAL INTEGRATION KZN, DIV: SUPPLY CHAIN MANAGEMENT (WTE)
- SALARY** : R299 709 per annum (Level 8)
- CENTRE** : Durban
- REQUIREMENTS** : A National Diploma or Degree in Supply Chain Management / Logistics / Purchasing Management. Three (3) to five (5) years experience in Supply Chain Management. Knowledge of procurement administrative procedures. Knowledge of financial legislation. Knowledge of SAP. Knowledge of Accrual Accounting. Knowledge of labour resolution policies. Understanding of Social and Economic development issues. Basic financial management and knowledge of PFMA and Supply Chain Management Regulations. Knowledge Management. Problem solving and analytical skills. People and Diversity Management. Client orientation and customer focus. Communication. Accountability and Ethical Conduct. A valid driver's Licence(Certified copy must be attached).
- DUTIES** : Coordination of demand plans. Ensure that all procurement is in line with demand plans. Perform quarterly reviews to ensure procurement purchases are in line with demand. Supervise sourcing of quotations. Ensure that all procurement is in line with prescribed legislation and regulations. Assist with procurement of price quotations, tenders, evaluation and adjudication. Effective Management of controls and registers. Analyse procurement trends. Implement policies. Maintenance of supplier data base. Management of assets including Asset Disposal. Develop action plans for the section. Supervise human resources and ensure that PMDS is effectively implemented within section. Ensure that financial procedures are observed in the section. Compile monthly reports.
- ENQUIRIES** : Mr MI Ndlovu, 031 336 2768