



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** : CHIEF PROVISIONING CLERK REF NO: 070918/12
OPERATIONAL INTEGRATION KZN, DIV: SUPPLY CHAIN MANAGEMENT (WTE)
- SALARY** : R242 475 per annum (Level 7)
- CENTRE** : Durban
- REQUIREMENTS** : A Senior certificate with at least three(3) to five(5) years experience in Supply Chain Management. In-depth knowledge of the SCM Framework, policies and procedures. Knowledge of legislative prescripts and policies such as the PFMA, Treasury Regulations, BBBEE and PPPFA. Knowledge of SAP System. Strong verbal, written communication and interpersonal skills. Must be computer literate: Ms Excel, Ms Word, and Outlook. A valid driver's license(Certified copy must be attached).
- DUTIES** : The incumbent will be required to verify and pre-authorize transactions on the SAP system relating to stock reservations, requisitions and invoicing. Perform goods receipt and invoice verification. Verify supplier's information on CIRPO, and VAT registration. Update and maintain the vendor registration process for new vendors on the database. Comply with all relevant policies, procedures and prescripts. Adhere to month end reporting requirements. Ensure compliance to internal control measures to mitigate risks. Maintain and clear the GRIR account. Attend to queries from external and internal stakeholders. Supervision and mentoring of staff. Perform any other SCM duties that may be delegated by the supervisor.
- ENQUIRIES** : Mr MI Ndlovu, 031 336 2768