



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Western Cape (Bellville / Clanwilliam): Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville. For attention: Ms K Melelo
- CLOSING DATE** : 7 September 2018 TIME: 16h00
- POST** : PROVISIONING ADMINISTRATION CLERKS (X 2 POSTS) REF NO: 070918/14
- OPERATIONAL INTEGRATION: WESTERN CAPE, DIV: SUPPLY CHAIN MANAGEMENT
- SALARY** : R 163 563 per annum, (Level 5)
- CENTRE** : Bellville
- REQUIREMENTS** : A Senior certificate with Accounting as a passed subject. Basic knowledge of Supply Chain Management duties, practices as well as the ability to capture data and collect statistics. Good computer literacy with MS Office. Basic knowledge of work procedures in terms of the SCM environment. Working knowledge and understanding of PFMA, National Treasury Regulations and PPPFA governing the Public Service. Knowledge and understanding of financial systems such as LOGIS and BAS. Flexibility and ability to work in a team. Basic knowledge of problem solving. Client orientation, customer focus, accountability and ethical conduct. Good communication skills both verbal and written. A valid driver's license (Certified copy must be attached).
- DUTIES** : Compile and maintain records according to the financial prescripts (e.g. procurement batches). Assist with demand management duties. Request and receive quotations. Capture quotations on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat and logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers database. Receive requests for goods from end users. Issue goods to end users. Maintain commitment and acquisitions register. Maintain inventory store.
- ENQUIRIES** : Ms. M. Mouton, Tel: 021 941 6205