



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 CLERK: REF NO: 070918/16
- OPERATIONAL INTEGRATION: WESTERN CAPE, SD: FINANCIAL MANAGEMENT: (WTE)
- SALARY** : R 163 563 per annum, (Level 5)
- CENTRE** : Bellville
- REQUIREMENTS** : A Senior certificate with Accounting as a passed subject. Computer literate and have sound knowledge of Microsoft Office. Knowledge of administrative functions, practices as well as the ability to capture data. Operate a computer and collate administrative statistics. Knowledge of and understanding of the PFMA, PPPFA, Treasury Regulations and Supply Chain Management procedures. Knowledge of SAP system. Knowledge of GRAP. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of procurement administrative procedures in terms of the working environment. Interpersonal relations, flexibility and team work skills. Basic knowledge of problem solving. Client orientation and customer focus skills. Good verbal and written communication skills. A valid driver's license (certified copy must be attached).
- DUTIES** : Compile and maintain records e.g. asset records/database. Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Capture specification on the electronic purchasing system. Request and receive quotations. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion processes. Compile draft documents as required. Receive requests for goods and services from end users. Place orders for goods and services. Receive and verify goods from suppliers. Capture goods and services receipt vouchers. Issue goods to end users.
- ENQUIRIES** : Mr C Jacobs, Tel: 021 941 6274