



## DEPARTMENT OF WATER AND SANITATION

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

- APPLICATIONS** : Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15<sup>th</sup> Floor ,Pretoria, 0001. For attention: Mr D Masoga
- ENQUIRIES** : Ms. NA Bonkolo, Tel: (012) 392 1335
- CLOSING DATE** : 05 April 2019 TIME: 16h00
- POST** : SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 050419/06 (This is a re-advertisement. Applicants who have previously applied should re-apply)
- BRANCH** : CHIEF OPERATIONS OFFICE: GAUTENG
- SALARY** : R299 709 per annum (Level 08)
- CENTRE** : Pretoria Gauteng Office
- REQUIREMENTS** : A National Diploma or Degree in Supply Chain management, Logistic, Purchasing Management or Financial management or Equivalent qualification. Three (3) years relevant experience in the field of Supply Chain Management. A valid driver's license will be an added advantage. Good verbal and written communication skills, computer literate, planning and organizing and problem solving skills. Knowledge of SCM practice notes and circulars, PFMA, Treasury Regulations, LOGIS and PPPFA. Disciplinary knowledge of Labour Law Problem Solving skills and ability to prioritize work, work under pressure. Knowledge of Financial Management. Supervision experience will be an added advantage.
- DUTIES** : Render the demand and acquisition support. Provide effective provisioning of logistical support services. Administer the payment processes of goods and services rendered. Attending to enquiries regarding SCM, delegations and payments. Submit monthly, quarterly and year end reports Ensure that outstanding payments are followed up. Manage the inventory store. Ensure, the price quotation or bidding process of ordering is applied. Ensure that all inventories are posted on ledger, inventories and stocktaking list. Ensure that reconciliation of stocktaking summaries is done and correction is made. Ensure that financial procedures are observed in the section. Supervisory of staff.