



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	:	Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3 rd Avenue and Heugh Road, Walmer
ENQUIRIES	:	Ms. N Tyobashe tel 041 508 9747
FOR ATTENTION	:	Mr. S Madyungu
CLOSING DATE	:	05 April 2019 TIME: 16h00
POST	:	SUPPLY CHAIN MANAGEMENT CLERK (SUPERVISOR) REF NO: 050419/09
BRANCH	:	IBOM SOUTHERN OPERATIONS, DIV: SUPPLY CHAIN MANAGEMENT
SALARY	:	R242 475.00 per annum (Level 07)
CENTRE	:	PORT ELIZABETH
REQUIREMENTS	:	A Grade 12 Certificate or equivalent. Three (3) to five (5) years' experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Good verbal and written communications skills. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Flexibility and Teamwork. Basic knowledge of problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Accountability and Ethical Conduct.
DUTIES	:	Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in needs. Identify redundant, no-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specifications on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bids. Provide secretariat functions to bid committee. Check, place and verify goods from suppliers. Capture and ensure that goods are captured in registers and database. Receive requests for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Consolidate demand plan inputs. Ensure contract performance is adhered to. Verify goods received from suppliers.