



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 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). 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	:	Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms. LI Mabile
CLOSING DATE	:	06 December 2019 TIME: 16:00
POST	:	SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO. 061219/17
BRANCH	:	FINANCE (WTE) CD: SCM DIV: DATABASE REDUNDANT MATERIAL
SALARY	:	R 316 791 per annum (Level 08)
CENTRE	:	Pretoria (Head Office)
REQUIREMENTS	:	A National Diploma or Bachelor's Degree in Supply Chain Management / Logistics / Purchasing Management or relevant qualification. Three (3) to (5) five years experience in Supply Chain Management of which three (3) years' experience should be in Logistics and Inventory management. Experience in supervision of employees. A valid drivers license (attach a certified copy). Knowledge and experience in procurement administration procedures. Financial legislation, GRAP, PFMA, labour law, dispute resolution process and labour relation policies. Knowledge management, problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skill both verbal and written. Accountability and ethical conduct
DUTIES	:	Render Logistics and inventory management support. Provide effective administration of purchase orders. Expediting of open purchase orders. Managing and reporting on open purchase order (commitments). Administer the good receipt process for goods and services acquired. Compile disclosure of commitment; human resource management.
ENQUIRIES	:	Ms. Puseletso Mathiso, Tel No: 012 336 7093 / 6827