



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 X 350, 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	:	SUPPLY CHAIN PRACTITIONER (X2 POSTS) REF NO. 061219/35
BRANCH	:	FINANCE (WTE) CD: SCM DIV INVENTORY AND BUYER
SALARY	:	R 257 508 per annum (Level 07)
CENTRE	:	Pretoria (Head Office)
REQUIREMENTS	:	A National Diploma or Bachelor's Degree in Supply Chain Management / Purchasing / Logistics Management or relevant qualification. One (1) to (2) two years experience in Supply Chain Management preferably in logistics and inventory management. A valid drivers license (Attach certified copy). Knowledge of procurement administrative procedures. Knowledge of Basic financial management and financial legislation, financial systems, GRAP and PFMA. Disciplinary knowledge of labour law, dispute resolution process and labour relation policies. Knowledge of 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	:	Administration of purchase orders. Administer goods receipts and goods issues. Expediting of purchase orders. Provide logistical support services. Administer inventory management and disposal of inventory. Human resource management.
ENQUIRIES	:	Ms Puseletso Mathiso, Tel No: 012 336 7093 / 6827