



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### 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.

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| <b>APPLICATIONS</b> | : | Gariep Dam: Please forward your applications quoting the relevant reference number to the Scheme Manager, Department of Water and Sanitation, Private Bag X09, Gariep Dam 9922, for attention: Ms S Behr.   |
| <b>CLOSING DATE</b> | : | <b>06 December 2019 TIME: 16:00</b>   |
| <b>POST</b>         | : | ADMINISTRATION CLERK (SUPPLY CHAIN MANAGEMENT) REF NO. 061219/40  |
| <b>BRANCH</b>       | : | IBOM CENTRAL OPERATION  |
| <b>SALARY</b>       | : | R 173 703 per annum (Level 05)  |
| <b>CENTRE</b>       | : | Gariep Dam  |
| <b>REQUIREMENTS</b> | : | A Senior / Grade 12 certificate. One (1) to (2) two years experience in Supply Chain Management will serve as an added advantage. Computer literacy (Ms work, excel and power point. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc). Knowledge and understanding of the legislative framework governing the public services. Knowledge of working procedures in terms of working environment. Interpersonal relations, flexibility and team work. Basic 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.  |
| <b>DUTIES</b>       | : | Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services. Assist with the compilation and maintenance of records according to Supply Chain Management (SCM) prescripts, e.g. procurement batches, goods received, asset verification, and bar – cording of assets, courier services etc. 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. |
| <b>ENQUIRIES</b>    | : | Mr SM Segalo, Tel No: 051 754 0001  |