



## 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.

<b>APPLICATIONS</b>	:	Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor. For attention: The Manager (Human Resources)
<b>CLOSING DATE</b>	:	<b>06 December 2019 TIME: 16:00</b>
<b>POST</b>	:	PROVISIONING ADMIN CLERK(X 2 POSTS) REF NO. 061219/41
<b>BRANCH</b>	:	CHIEF OPERATIONS OFFICE KZN (WTE)
<b>SALARY</b>	:	R 173 703 per annum, (Level 05)
<b>CENTRE</b>	:	Durban
<b>REQUIREMENTS</b>	:	A Senior / Grade 12 Certificate. Computer Literacy (Excel and Word). Knowledge of (SAP) will be added advantage. Knowledge of Supply Chain Management procedures and policies. Able to take initiative and work under pressure to meet deadlines. Knowledge of supply chain management will be an added advantage.
<b>DUTIES</b>	:	Capturing of requisitions, orders, goods receipting and payments. Manage filing of Supply Chain Management documentation. Maintain registers for orders, payments and requisitions. Handle queries from suppliers and capture new suppliers onto the database. Maintain and administer stores. Issue stock and administer stock levels. Recording, faxing, copying and filing of documentation.
<b>ENQUIRIES</b>	:	Mr MI Ndlovu, Tel No: 031 336 2768