



## 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). People with disabilities are encouraged to apply. 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** : Centre: Gauteng (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15<sup>th</sup> Floor ,Pretoria, 0001.
- CLOSING DATE** : 13 May 2019 TIME: 16h00
- POST** : ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 130519/02
- BRANCH** : CHIEF OPERATIONS OFFICE GAUTENG
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Pretoria Gauteng Office
- REQUIREMENTS** : A Bachelor's Degree(NQF 7) qualification in Finance / Supply Chain Management. Three(3) to five(5) years relevant experience. Supervisory experience required. Knowledge of policy development and implementation. Knowledge of organizational and government structures. Knowledge of Government legislation. Knowledge of Supply Chain Management Regulations, practice notes, circulars and policy frameworks. Knowledge of Broad Based Black Economic Empowerment Act of 2003. Practical experience in contract management. Knowledge of strategic sourcing. Practical knowledge of Public sector Supply Chain Management models and processes. Delegation authority. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Practical knowledge of Programme and Project Management. Knowledge of relationship management. Problem solving and analytical skills. Client Orientation and Customer Focus. Good communication skills, both written and verbal. Accountability and Ethical Conduct. A valid Driver's license (certified copy must be attached). The incumbent must be willing to travel.
- DUTIES** : Acquisition of goods and services. Sourcing of quotations. Evaluation of quotations. Processing of documents to Logistics for creation of purchase briefing. Provide regular feedback to data base management on the

performance of suppliers. Disposal management of redundant and unserviceable goods. Manage stock and non-fixed stock items. Maintain the database of redundant goods. Administrate the sales according to tender. Demand management. Specification analysis. Market and commodity research. Contract management. Maintain PSP database. Management of contract appointment processes. Ensure compliance to the PFMA.

Attend to audit queries related to SCM. Be able to provide all SCM reports that are required on ad hoc basis. Facilitate training and career development of staff.

**ENQUIRIES**

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Ms G Skosana, Tel No: 012 392 1324