



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 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** : IBOM (Midmar Dam) Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X 24, Howick 3290, or hand deliver at R103 Prospect Road, Midmar Dam, 3290 Attention: Ms T Sindane
- CLOSING DATE** : 13 May 2019 TIME: 16h00
- POST** : SUPPLY CHAIN CLERK: SUPPLY CHAIN MANAGEMENT X2 POSTS REF NO: 130519/06
- BRANCH** : IBOM - EASTERN OPERATIONS
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : MIDMAR DAM
- REQUIREMENTS** : A Grade 12 Certificate or equivalent. Basic knowledge of Supply Chain functions, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge of work procedures in terms of the working environment. Working knowledge and understating of legislation governing the public service. Flexibility, and ability to work in a Team. Problem solving and analytical skills. People and Diversity Management. Client Orientation and Customer Focus. Good communication skills both verbal and written. Accountability and Ethical Conduct.
- DUTIES** : Render demand and acquisition clerical support. Update and maintain contracts register. Register suppliers on SAP system. Provide secretariat functions. Render logistical support services. Place orders for goods. Receive requests for goods from end users. Maintain quotations register.
- ENQUIRIES** : Mr N Singh, Tel 033 239 1216