



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 or 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** : Upington: Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301. For Attention: Ms C Du Plessis
- CLOSING DATE** : **13 September 2019 TIME: 16:00**
- POST** : SUPPLY CHAIN CLERK: REF NO.130919/06
- BRANCH** : CHIEF OPERATIONS OFFICE NORTHERN CAPE DIV: SCM (MAIN ACCOUNT)
- SALARY** : R 173 703 per annum, (Level 05)
- CENTRE** : Upington
- REQUIREMENTS** : A Senior Certificate with Accounting as a passed subject. Computer literate and have sound knowledge of Microsoft Office. Knowledge of administrative functions, practices as well as the ability to capture data. Operate a computer and collate administrative statistics. Knowledge and understanding of the PFMA, PPPFA, Treasury Regulations and Supply Chain Management procedures. Knowledge of the SAP system. Knowledge of GRAP. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of procurement administrative procedures in terms of the working environment. Interpersonal relations, flexibility and team work skills. Basic knowledge of problem solving. Client orientation and customer focus skills. Good verbal and written communication skills. A valid driver's license (certified copy must be attached).
- DUTIES** : 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. 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.
- ENQUIRIES** : Mr S J Malan Tel No: 053 8308800