



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Head Office (Pretoria): Please forward you applications quoting reference number to: The Department of Water and Sanitation, Private Bag X 350, Pretoria, 0001 or hand deliver at the Continental Building, corner Visagie and Bosman street, Pretoria. For Attention: Ms LI Mabile
- CLOSING DATE** : 15 February 2019 TIME: 16h00
- POST** : SENIOR PROVISIONING ADMINISTRATIVE OFFICER: BIDS  
MANAGEMENT REF NO 150219/06
- BRANCH** : FINANCE (MAIN ACCOUNT)
- SALARY** : R299 709 per annum (Level 8)
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma or Degree in Public Management/Finance/Supply Chain Management/Logistics/Purchasing Management. Three (3) to five (5) years experience in SCM and Acquisition Management. Knowledge of organizational and government structures. Knowledge and understanding of Supply Chain Management Framework and processes. Understanding of the application of SCM procedures and Delegations. Knowledge and understanding of the application of Broad based Black Economic Empowerment. Report Writing, communication and supervision skills. Accountability and good ethical conduct.
- DUTIES** : Advertisement of bids. Opening of bids, Attend Bids Evaluation Sessions and take minutes. Serve as secretariat of the bid adjudication committee (in the absence of bid secretariat). Draft correspondence to bidders on the outcome of the bid adjudication, Production of monthly reports; Ensure proper flow of work in the bids section. Monitor compliance to prescripts by subordinates. Serve as secretariat to the Bid Adjudication Committee Supervision and management of officials.
- ENQUIRIES** : Ms E Kgwadi, Tel (012) 336 7120