



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: QUOTATION MANAGEMENT REF NO 150219/07
- 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** : Sourcing of quotation based on different threshold levels. Attend quotations evaluations sessions with end users. Ensure Compliance with Departmental SCM Policy, PPPFA, National Treasury Prescripts/Instruction notes as well as any legislation governing the procurement of goods and services. Provide regular feedback to clients regarding the status of their requests. Produce monthly biweekly progress reports. Supervision of officials
- ENQUIRIES** : Ms E Kgwadi, Tel (012) 336 7120