



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor ,Pretoria, 0001. For attention: Mr. D Masoga..
- ENQUIRIES** : Ms. K Felicia, Tel 012 329 1334
- BRANCH** : CHIEF OPERATIONS OFFICE GAUTENG
- CLOSING DATE** : 22 March 2019 TIME: 16h00
- POST** : SENIOR PROVISIONING ADMINISTRATION OFFICER, REF NO 220319/07
- SALARY** : R299 709 per annum, (Level 08)
- CENTRE** : Pretoria Gauteng Office
- REQUIREMENTS** : A National Diploma or Degree in Supply Chain Management / Logistics / Purchasing Management qualification. Three (3) to five (5) years' experience in Supply Chain Management administration environment. Knowledge of procurement administrative procedures. Knowledge of financial legislation. Knowledge of BAS. Knowledge of SAP. Knowledge of GAAP. Knowledge of labour resolution policies. Understanding of Social and Economic development issues. Basic financial management and knowledge of PFMA. Knowledge Management. Problem solving and analytical skills. People and Diversity Management. Client orientation and customer focus. Communication. Accountability and Ethical Conduct.
- DUTIES** : Coordination of demand plans. Ensure that all procurement is in line with demand plans. Perform quarterly reviews to ensure procurement purchases are in line with demand. Supervise sourcing of quotations. Ensure that all procurement is in line with prescribed legislation and regulations. Assist with procurement of price quotations, tenders, evaluation and adjudication. Effective Management of controls and registers. Analyse procurement trends. Implement policies. Maintenance of supplier data base. Management of assets including Asset Disposal. Develop action plans for the section. Supervise human resources and ensure that PMDS is effectively implemented within section. Ensure that financial procedures are observed in the section. Compile monthly reports.