



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). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" 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** : Kimberley 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** : **27 September 2019 TIME: 16:00**
- POST** : ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (WTE) REF NO: 270919/04
- BRANCH** : CHIEF OPERATIONS OFFICE NORTHERN CAPE DIV: SUPPLY CHAIN MANAGEMENT
- SALARY** : R 376 596 per annum (Level 9)
- CENTRE** : Kimberley
- REQUIREMENTS** : A relevant tertiary qualification at NQF level 7. Three (3) years experience in Supply Chain Management. Three (3) years experience at supervisory level. Practical working experience on the SAP and LOGIS system. Practical experience in Contract Management. A valid Driver's license (certified copy must be attached). Knowledge of policy development and implementation. Knowledge of organizational and government structures. Knowledge of Government legislation. Knowledge and understanding of Supply Chain Management Regulations, practice notes, circulars and policy frameworks, PFMA and Broad Based Black Economic Empowerment Act of 2003. Knowledge of strategic sourcing. Financial management skills. Practical knowledge of programme and project Management. Knowledge of relationship management. Problem solving and analytical skills. Client orientation and customer focus. Good communication skills both written and verbal. Accountability and ethical conduct. The incumbent must be willing to travel.
- DUTIES** : Management of the Supply Chain Unit inclusive of Demand, Acquisition, Logistics and Disposal. Evaluation of quotations. Processing of documents to logistics for creation of purchase orders. Provide regular feedback to database management on the performance of suppliers. Disposal management of redundant and unserviceable goods. Manage stock and non-fixed stock items. Maintain the database of redundant goods. Administrate sales according to tender and facilitate demand management. Compilation of CMA demand plans. Conduct specification analysis, market and commodity research and contract management. Maintain PSP database. Management of

contract appointment processes. Assist with yearly asset verification. Ensure compliance to the PFMA. Attend to audit queries related to SCM. Be able to provide all SCM reports that are required on ad hoc basis. Monthly compliance reporting. Facilitate training and career development of staff.

ENQUIRIES

: Mr S J Malan TelNo: 053 8308800