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 disadvantage 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	:	IBOM: Central Operations (Pretoria). Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, NWRI Central Operations, Private Bag X273, Pretoria, 0001, or hand deliver to 1st Floor, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria. For Attention: Mr KL Manganyi.
ENQUIRIES	:	Mr T Khumalo, Tel 012 741 7361.
CLOSING DATE	:	29 April 2019 TIME: 16h00
POST	:	SUPPY CHAIN PRACTITIONER REF NO. 290419/13
BRANCH	:	IBOM
SALARY	:	R257 508 per annum, (Level 07)
CENTRE	:	Central Operations Pretoria
REQUIREMENTS	:	A National Diploma or Degree in Supply Chain Management/Finance/Purchasing/Logistics Management. One (1) to two (2) years' experience in Supply Chain Management/Asset Management. Knowledge of the PFMA, GRAP Financial Reporting Framework, Asset Management Framework and Treasury Regulations. Practical knowledge of ERP Systems (SAP). Excellent computer literacy with sound knowledge of the MS Office suite preferably Excel. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information system. Must have the ability to work as part of a team. Good communication skills. Be in possession of a valid driver's licence and must be willing to travel extensively.
DUTIES	:	Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury guidelines. Update new additions, movements, transfers and disposals. Ensure that all assets are barcoded immediately when received to avoid misappropriation of departmental funds and losses of assets. Monitor all entries made on the Asset Register as per minimum requirements. Ensure that all losses are reported and transferred to the loss report register. Ensure that assets to be disposed are stored in the located area for disposal and are noted on the asset register. Update inventory lists. Ensure that the asset register meets the requirements of the Public Financial Management Act (PFMA), departmental asset management policies, and other applicable regulations. Manage the planning and execution of the annual physical verification of movable assets and reconcile against the Asset Register. Manage the verification of Finance Leases in line with the movable assets verification. Ensure that support and monitoring of movable asset register that belongs to the cluster and its area office is done on a monthly basis.