



**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** : Eastern Cape (East London): Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town 5600. For attention: Ms T Solwandle 043 604 5476
- ENQUIRIES** : Ms. AB Ngcebetssha, Tel: 043 701 0376.
- CLOSING DATE** : 29 April 2019 TIME: 16h00
- POST** : SUPPLY CHAIN CLERK (PRODUCTION) REF NO. 290419/15
- BRANCH** : CHIEF OPERATIONS OFFICE EASTERN CAPE
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : East London
- REQUIREMENTS** : A Grade 12 certificate or equivalent qualification. One (1) – two (2) years' experience in SCM will be as an added advantage. Basic knowledge of SCM duties, practices as well as the ability to capture data and collect statistics. Good computer literacy with MS Office .Basic knowledge of work procedures in terms of SCM environment. Working knowledge and understanding of PFMA, National Treasury Regulations and PPPFA governing the Public Service. Knowledge and understanding of Financial systems preferable SAP. Flexible and ability to work in team. Basic knowledge of problem solving. Client orientation, customer focus, accountability and ethical conduct. Good communication skills both verbal and written. A valid driver's license.(Must attach certified copy)
- DUTIES** : Compile and maintain records according to the financial prescripts(e.g. procurement batches). Assist with demand management duties. Request and receive quotations. Capture quotations on electronic purchasing system. Place orders for goods. Issue and receive bid documents. Provide secretarial and logistics support during bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods in register's database. Receive request for goods from end users. Issue goods to end user. Maintain commitment and acquisition registers.

