



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** : Department of Water and Sanitation, IBOM: Central Operations, Private Bag X273, Pretoria, 0001 OR hand-deliver at IBOM: Central Operations, 1st Floor Reception, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria, 0001. For attention: KL Manganyi
- ENQUIRIES** : Mr SW Mphateng, Tel: 012 741 7318 or 079 493 7569.
- CLOSING DATE** : 29 April 2019 TIME: 16h00
- POST** : SUPPLY CHAIN CLERK PRODUCTION (X 3 POSTS) REF NO. 290419/16
- BRANCH** : IBOM
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Central Operations, (Pretoria)
- REQUIREMENTS** : A Grade 12 certificate or equivalent qualification. One (1) year relevant working experience in Supply Chain Management/procurement management environment will serve as an added advantage. Knowledge of contract management, PFMA, PPPFA, Treasury Regulations, Practice notes and Government SCM framework / policies and procedures. Good communication skills (written and verbal). Computer literacy skills (Ms Word, excel). Good interpersonal relationship skills and must be able to work under pressure. Valid driver's license. (Attach certified copy). Knowledge of SAP will serve as an added advantage.
- DUTIES** : Render effective procurement of goods and services. Creation of purchase requisitions, purchase orders, and receiving quotations. Internal and external co-ordination of procurement. Shortlist service providers on National Treasury Central Supplier Database (CSD). Provide SCM support services within the component. Identify risks associated to SCM. Compile various SCM reports and maintain registers. Proper filing of documents. The candidate should also perform the following: compilation of demand plan, implementation of SCM framework, commodity analysis to ensure that required resources fulfil the identified needs.

