



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION CLOSING DATE: 02 OCTOBER 2020

Note: Interested applicants must submit their applications for employment to the e-mail address specified to each post. 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 copies of qualifications and Identity document. No late applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. **A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants.** Candidates will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holders must provide the Police Clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. **Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.**

POST: ADMINISTRATION OFFICER: SCM REF NO: 021020/13

Branch: NWRI Central Operation

SALARY: R 257 508 per annum (Level 7)

CENTRE: Upper Vaal, Vaal Dam,

REQUIREMENTS: A National Diploma in Public Management/Supply Chain management One (1) to three (3) years relevant work experience in the field of Supply Chain Management. Computer literacy. Good knowledge of PFMA, PPPFA, Treasury Regulations, Practice notes and Supply Chain Management policies and procedures. Extensive knowledge in buying/purchasing. Must be able to work under pressure. Must have the ability to communicate effectively with clients. Good planning, organising, leading and problem solving skills. A valid driver's licence (attach a copy). Candidates applying for this position should be willing to travel nationwide. Knowledge of SAP and Supervision experience will serve as an advantage.

DUTIES: Supervise subordinates. Administer the procurement of goods and services. Ensure compliance to SCM policies, processes and procedures: Provide training to the internal clients regarding SCM processes and procedures including Demand Plan. Compile and coordinate and consolidate demand plan for the Vaal Dam office. Review specifications for transactions to be procured. Perform need analyses, market research and benchmarking. Identify acquisition method to be used for all transactions required. Ensure compliance to demand plan before issuing reference number to unfold procurement process. Provide progress report on demand plan. Attend to enquiries regarding SCM matters. Release purchase orders or purchase requisitions on SAP system. Administer contract management. Check purchase requisitions for correctness, completeness and sign the requisition documents. Compile audit reports. Check documentation for correctness and sign order documents. Conduct quarterly and bi-annual reviews for subordinates and submit them within the provided timelines. Perform inventory, warehouse management and stock taking.

ENQUIRIES: Mr. PJ Bredenhann, Tel No. (016) 371 3030 / 082 820 5843

Note: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

APPLICATIONS: Upper Vaal, Vaal Dam, Please email your applications quoting the relevant reference number to CORecruitment@dws.gov.za. For attention: Mr. KL Manganyi