



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: SUPPLY CHAIN CLERK REF NO: 021020/17

Branch: Chief Operations Office: Northern Cape

DIV: SCM (Main Account)

SALARY: R173 703 per annum, (Level 05)

CENTRE: Kimberley

REQUIREMENTS: A Senior certificate/Grade 12. Must be computer literate and have sound knowledge of Microsoft Office. A valid driver's license will serve as an added advantage (attach a copy). Basic knowledge of Supply Chain duties, procedures and practices. The ability to capture data, operate computer and collecting statistics. Working knowledge and understanding of the legislative governing in Public Service. Knowledge of working procurement procedures in terms of the working environment. Interpersonal relations, flexibility and team work skills. Basic knowledge of problem solving and analysis. Client orientation and customer focus skills. Good verbal and written communication skills.

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.

ENQUIRIES: Ms. NP Magawu Tel No: (053) 830 8800

APPLICATIONS: Kimberley: Please email your applications quoting the relevant reference number to ncrecruitment@dws.gov.za . **For attention:** Ms C Du Plessis