



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION CLOSING DATE: 04 September 2020

Note: Interested applicants must submit their applications for employment to the **postal address specified** to each post or e-mail at recruitment@dws.gov.za. 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: CHIEF PROVISIONING ADMINISTRATION CLERK REF NO: 040920/13

BRANCH: CHIEF OPERATIONS OFFICE NORTHERN CAPE

SALARY: R257 508 per annum (Level 07)

CENTRE: Kimberley

REQUIREMENTS: A Senior / grade 12 certificate or equivalent. Three (3) to (5) years' experience required in Supply Chain Management. Knowledge and experience in procurement administrative procedures. Knowledge of financial legislation. Knowledge of LOGIS. Knowledge of Accrual Accounting. Knowledge of labour resolution policies. Understanding of social and economic development issues. Basic financial management and knowledge of PFMA and Supply Chain Management Regulations. Knowledge management skills. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Communication skills both verbal and written. Accountability and ethical conduct. Computer literacy.

DUTIES: Coordination of demand plans. Ensure that all procurement is in line with demand plans. Perform quarterly reviews to ensure procurement purchases are in line with demand. Conduct sourcing of quotations. Conduct inventory checks, administer goods receipts and goods issue, and ensure that all procurement is in line with prescribed legislation and regulations. Assist with procurement of price quotations, tenders, evaluation and adjudication. Effective management of controls and registers. Analyse procurement trends. Implement policies. Maintenance of supplier data base. Supervise personnel.

ENQUIRIES: Ms N P Magawu Tel No: (053) 830 8800

APPLICATIONS: Kimberley: Please **post** your applications or e-mail quoting the relevant reference number to the Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or e-mail at recruitment@dws.gov.za. For attention: Ms C Du Plessis