



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 13 November 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: SENIOR PROVISIONING ADMINISTRATION: SCM REF NO: 131120/09
BRANCH: CHIEF OPERATIONS OFFICE NORTH WEST
SALARY: R 316 791 per annum, (Level 08)
CENTRE: Mmabatho

REQUIREMENTS: A National Diploma or Degree in Supply Chain Management / Logistics/ Purchasing Management qualification. Three (3) to five (5) years experience in Supply Chain administration environment. Knowledge of procurement administrative procedures. Knowledge of financial legislation. Knowledge of BAS. Knowledge of SAP. Knowledge of GAAP. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of social and economic development issues. Basic financial management and knowledge of PFMA. Knowledge Management skills. Computer literacy skills. Knowledge Management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and Ethical Conduct.

DUTIES: Render demand and acquisition support. Provide effective provision of tender services and contract management. Manage asset disposal. Administer the payment process for the goods and services acquired.

ENQUIRIES: Ms G.Kobue, Tel No. 018 387 9526

APPLICATIONS: North West (Mmabatho): Please email your application quoting the relevant reference number to: NWRecruitment@dws.gov.za For attention: Mr MJ Ntwe