



## 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: PROVISIONING ADMINISTRATION OFFICER SCM: REF NO: 131120/12  
BRANCH: CHIEF OPERATIONS OFFICE NORTH WEST  
SALARY: R 257 508 per annum, (Level 07)  
CENTRE: Mmabatho

REQUIREMENTS: A National Diploma or Degree or in Accounting/Financial Management/Economics/Business Economics/Purchasing/Logistics. 0-1 year experience in Supply Chain Management. Knowledge in financial Management. Knowledge in Logistics Management. Knowledge of PFMA. Knowledge of Treasury Regulations. Preferential Procurement Policy Framework(PFMA). Knowledge in government Supply Chain Management Framework. Knowledge of Enterprise Resource Planning System,e.g SAP. Knowledge of MS Office suite preferably Excel. Knowledge of dispute resolution process. Knowledge of labour relations policies. Knowledge of Generally Recognised Accounting Practice(GRAP). Computer literacy skills. Knowledge Management skills. Problem solving and analysis. People and Diversity Management. Client orientation and customer focus. Good Communication skills. Accountability and ethical conduct.

DUTIES:Administration of purchase requisitions for stock. Administration of goods receipt and goods issues. Posting or capturing of goods and services receipts and issues on the SAP system. Compile and submit reports on stock.

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](mailto:NWRecruitment@dws.gov.za) For attention: Mr M.J Ntwe