



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 3 December 2021

Note: Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications, identity document and a valid driver's license (where applicable) which need not to be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All documents must be submitted in one email in a PDF format. The attachment/s, may not exceed 5mb. Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s. Applications that do not comply with the above mentioned requirements will not be considered. *All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a 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: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 031221/05 (This is a re-advertisement, applicant's who have previously applied must re-apply)

BRANCH: INFRASTRUCTURE MANAGEMENT: NORTHERN OPERATIONS

SALARY: R382 245 per annum (Level 09)

CENTRE: Hartbeespoort

REQUIREMENTS: A three (3) year tertiary qualification in Supply Chain Management or equivalent qualification at NQF level 7. Three (3) years relevant supervisory experience in Supply Chain Management (demand, acquisition, logistics and contract management). The following skills, knowledge and attributes are required: Knowledge and understanding of Preferential Procurement Policy Framework Act, BBBEE, PFMA and Treasury Regulations; Knowledge of Supply Chain Management Regulations, Practice Notes, Circulars, Policy Framework and other Public sector supply chain management models and processes; Computer Skills, People management skills; Research and analytical skills; Project management skills; Financial management skills; Client orientation and customer focus skill; Presentation and facilitation skills; Communication (written and verbal) skills. Knowledge of contract management and Knowledge of strategic sourcing. A valid driver's license required (attach proof). A successful candidate will be required to travel extensively as the role involves supporting area offices. Knowledge of SAP will be an added advantage.

DUTIES: Manage Demand and Acquisition Services for the whole Northern Cluster. Manage Demand analysis processes in the Cluster office as well as the Area Offices. Manage strategic sourcing. Manage Supplier Database while ensuring that all procurement is done with suppliers listed in the National Treasury Central Supplier Database (CSD). Render contract management services including ensuring that all contracts are vetted by Legal Services. Provide regular feedback on the performance of suppliers. Support the various Cluster Bid Specification, Evaluation and Adjudication Committees. Provide advice and guidance with regard to demand management by developing and implementing procurement/demand plan. Assist and provide advice with the drafting of specifications and interact with business units requiring specific goods and services. Ensure the implementation of all procurement processes and procedures. Manage the relationship between the Cluster and its different categories of service providers. Manage the

procurement processes in accordance with the PPPFA, related regulations and instruction notes and generally recognized financial practices to ensure the achievement of strategic objectives. Manage and assist in the compilation of bid documents. Manage Logistics Services. Manage Inventory. Manage the process of Requisitions. Manage the issuing of Purchase Orders. Manage Stores & Warehouse. Manage the Stock-taking processes. Prepare and compile the relevant financial information for reporting purposes (reporting on procurement progress against plan; irregular, fruitless and wasteful, unauthorized expenditures incurred in the Cluster and area Offices and consequence management implemented on same). Ensure the achievement of operational targets. Manage SCM personnel to ensure that all contribute towards achievement of Cluster and departmental goals. Ensure continuous monitoring and evaluation of compliance to SCM frameworks and standards. Manage the audit process in the Cluster (internal, external and other ad hoc audits).

ENQUIRIES: Mr. SA Ngobe, Tel No: (012) 200 9024

APPLICATIONS: Hartbeespoort: Please email your application quoting the relevant reference number on the subject line to HBPrecruitment@dws.gov.za For Attention : Mr. S Murunzi