

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 9 July 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 and Identity document (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. 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 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: SUPPLY CHAIN CLERK (SUPERVISOR) ASSET MANAGEMENT REF NO:090721/11  
BRANCH: CHIEF OPERATIONS OFFICE NORTH WEST  
SALARY: R257 508 PER ANNUM (LEVEL 7)  
CENTRE: MMABATHO

REQUIREMENTS: A Senior / Grade 12 certificate. Three (3) to five (5) years relevant SCM at production level (Salary Level 5). A valid driver's license (Attach a copy). Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, PPPFA, Financial Manual). Knowledge of basic financial operating systems (BAS, LOGIS etc.) People and Diversity Management. Client Orientation and Customer Focus.

DUTIES: Supervise subordinates. Administer the procurement of goods and services. Ensure compliance to SCM policies, processes and procedures. Provide training to the internal clients regarding SCM processes and procedures including Demand Management Plan. Compile, coordinate and consolidate demand plan for the regional office. Review specifications for transactions to be procured. Perform need analyses, market research and benchmarking. Identify acquisition method to be used for all transaction required. Ensure compliance to demand plan before procuring goods and services. Provide progress report on demand plan. Attend to enquiries regarding SCM matter. Release purchase orders or purchase requisitions on LOGIS system. Administer contract management. Check purchase requisitions for correctness, completeness and sign the requisition documents. Compile audit reports. Check documentation for correctness and sign order documents. Conduct quarterly and bi-annual reviews for subordinates and submit them within the provided timelines.

ENQUIRIES: Mr. L Cwaba, Tel No. (018) 011 3711

APPLICATIONS Mmabatho: Please email your application quoting the relevant reference number to the subject line [NWRecruitment@dws.gov.za](mailto:NWRecruitment@dws.gov.za) For Attention: Mr MJ Ntwe.