



## water & sanitation

Department:  
Water and Sanitation  
**REPUBLIC OF SOUTH AFRICA**

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 10 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's website and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document (all documents must be submitted in one in PDF attachment/s, size not exceeding 10mb) Subject title on the email must indicate the reference number of the post. Applicants should forward applications to the correct email address of the post as incorrect 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. Candidates will be required to 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. The successful candidate will be appointed on a 24 months Specialist Contract in terms of section 76 of the National Water Act, Act 36 of 1998.

POST: INFRASTRUCTURE PROCUREMENT MANAGER (DD: SCM) REF NO: 031221/01  
BRANCH: INFRASTRUCTURE MANAGEMENT  
SALARY: R 869 007 total package per annum (Level 12)  
CENTRE: Pretoria

REQUIREMENTS: A relevant Bachelor's Degree in Finance / Supply Chain Management (NQF Level 7) or relevant qualification. Ten (10) years appropriate experience of which three (3) years must be at a supervisory level. Extensive experience in the built environment, Sound knowledge and experience in Supply Chain Management, Financial Management, Accounting and Financial analysis. A valid driver's licence (A copy must be attached). Understanding of Public Finance Management Act, Treasury Regulations and PPPFA. Practical knowledge of BAS and Logistics financial management systems. Good people management, empowerment, and problem solving analysis, change management interventions and knowledge management skills. Service delivery analysis, client orientation and customer focus skills. Good communication skills both verbal and written. Conflict management, accountability and good ethic conduct. Honesty and integrity is pivotal.

DUTIES: The incumbent will perform the following duties within IM Branch: Create and maintain awareness on internal control measures to ensure effective procurement management. Facilitate the development and implementation of internal control measures. Oversee the management of electronic procurement and contract management systems. Facilitate meetings with key stakeholders e.g. IT (review and maintenance of system). Ensure payments are conducted timeously to suppliers. Facilitate implementation of reform as prescribed by National Treasury. Management of the bidding process. Ensure bid compliance to procurement policy and PFMA. Review and evaluate statistics on bids awarded. Monitor the development of the procurement plan. Ensure invitation, evaluation and adjudication of bids in accordance with relevant prescripts. Development of adequate risk management measures. Review the risk management framework and policy. Monitor the facilitation of risk assessment process. Develop project plan to mitigate risks. SCM monitoring and framework including the collection and management of SCM data; analysis and evaluation of SCM plans and reports; resolution of non-

compliance, Stakeholder Management: Manage IM stakeholder relations to facilitate the establishment of required organisational and governance structures and strategic networks for improved SCM collaboration, accountability and transparency, Promote the relevance of compliance to SCM policies and procedures and the adherence to regulations, Manage the improvement of SCM compliance through awareness sessions and roadshows within the IM branch. The SCM-related grievance and dispute resolution mechanism & SCM non-compliance reviews and remedies framework. Compliance Monitoring and Analysis: Manage and report on the analysis of compliance with established SCM measures and prescribed: parameters for procurement plans (quarterly and annually) bid processes specifications and tender procedures, contract terms, and pricing indices, supplier / service provider delivery standards, deviations and changes to procurement standards, Manage reviews and report on preferential procurement policy compliance and impact, Manage and report on the analysis and identification of buying trends within the branch (quarterly and annually). Implement procurement measures and systems to ensure efficiency and effectiveness in the implementation of infrastructure projects. The incumbent will reporting to the DDG: Infrastructure Management.

ENQUIRIES: Ms M Maraka Tel No: 012 336 7073

APPLICATIONS: Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to [RecruitmentCMngt@dws.gov.za](mailto:RecruitmentCMngt@dws.gov.za)

FOR ATTENTION: Mr LZ Mokoena