



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

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 **exceeding 10mb**) 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: ASSETS MANAGEMENT CHECK REF NO. 100521/14

BRANCH: NWRI EASTERN OPERATIONS

SALARY: R173 703 PER ANNUM (LEVEL 5)

CENTRE: MIDMAR DAM

REQUIREMENTS: A Senior / Grade 12 certificate. Basic knowledge of supply chain and asset management duties and practices as well as the ability to capture asset related data, operate word and excel computer program and collecting statistics. Basic knowledge of work procedures in terms of the asset management working environment. Working knowledge and understanding of SCM and Asset Management legislation framework governing the public service. Proven knowledge of SAP Asset Management Module, team work, basic knowledge of problem solving and analysis. People and Diversity Management. Client Orientation and Customer focus. Good communication skills (verbal and written). Accountability and Ethical Conduct.

DUTIES: Render asset management clerical support. Compile and maintain asset records. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify all movable and immovable asset and general asset register maintenance. Render demand and acquisition clerical support for movable asset services. Update and maintain lease and losses register. Create asset master-data on SAP System. Provide secretariat functions on various asset committees. Render logistical support services for asset section including receiving, bar-coding and distribution of assts. Receive asset related acquisition requests from end users.

ENQUIRIES: Mr S Ngobese Tel No: (033) 239 1900

APPLICATIONS: Midmar Dam: Please email your application quoting the relevant reference number to the subject line EopsRecruitment4@dws.gov.za For Attention: Ms. T Sindane