

**DEPARTMENT OF WATER AND SANITATION**  
**CLOSING DATE: 17 SEPTEMBER 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: SENIOR PROVISIONING ADMINISTRATION OFFICER X4 POSTS REF NO 170921/06**

This post is a re-advertisement. All those who previously applied must reapply.

**BRANCH: Provincial Coordination and International Cooperation: North West**

**SALARY: R 316 791 Per annum (Level 8)**

**CENTRE: Mmabatho**

**REQUIREMENTS: A National Diploma or Degree in Supply Chain Management / Logistics / Purchasing Management or relevant qualification. Three (3) to five (5) years' experience in Supply Chain Management administration environment. Knowledge and experience of procurement administrative procedures. Knowledge and experience of financial legislation. Knowledge of BAS, SAP and LOGIS (Attach copies). Knowledge of procurement administrative procedures and SCM prescripts. Knowledge of labour relations policies. Basic financial management and knowledge of PFMA, PPPFA and Treasury Regulations. Knowledge Management. Problem solving and analytical skills. People and Diversity Management. Client orientation and customer focus. Communication. Accountability and Ethical Conduct.**

DUTIES: Coordination of demand plans. Contract Management and commitment and accrual registers maintenance. Managing and monitoring orders and payments. Ensure that all procurement is in line with demand plans. Perform quarterly reviews to ensure procurement purchases are in line with demand. Supervise sourcing of quotations. Ensure that all procurement is in line with prescribed legislation and regulations. Assist with procurement of price quotations, tenders, evaluation and adjudication. Effective Management of controls and respond to audit queries. Analyse procurement trends. Implement policies. Maintenance of supplier data base. Develop action plans for the section. Supervise human resources and ensure that PMDS is effectively implemented within section. Compile monthly, quarterly and year end reports including contractor/ PSP/Supplier reconciliations

ENQUIRIES: Kobue Gomotsegang Tel No: 018 387 9526

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