

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 19 February 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 **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 for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants. 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 REF NO. 190221/07

BRANCH: NWRI EASTERN OPERATIONS

SALARY: R257 508 per annum (Level 07)

CENTRE: Midmar Dam, Howick

REQUIREMENTS: A Senior / Grade 12 Certificate. Three (3) to five (5) years relevant experience. Knowledge of Supply Chain functions, practices and policies governing the public sector. The ability to collect, collate, capture and analyse data. Knowledge of work procedures in terms of the working and supply chain environment. Working knowledge and understanding of legislation governing the public service. Flexibility, and ability to work in a Team. Problem solving and analytical skills. People and Diversity Management. Client Orientation and Customer Focus. Good communication skills both verbal and written. Minute taking skills. Accountability and Ethical Conduct. Strong supervisory skills. Working knowledge of SAP MM. Assess SCM audit and compliance readiness.

DUTIES: Render demand, acquisition, contract and logistical support. Monitor, manage and report on contractor performance. Update and maintain contracts register. Register suppliers on SAP system. Provide secretariat functions to Bid Committees. Render logistical support services. Service internal and external stakeholders. Maintain all SCM lease and related registers. Supervise staff and perform training and assessments.

ENQUIRIES: Mr N Singh, Tel No: 033 239 1900

APPLICATIONS: Eastern Operations: Please email your application quoting the relevant reference number to EopsRecruitment1@dws.gov.za For Attention: Ms T Sindane