



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 20 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 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: ADMINISTRATION CLERK PROVISIONING REF NO 201221/06 X2 POSTS
BRANCH: INFRASTRUCTURE MANAGEMENT CENTRAL OPERATIONS
SALARY: R176 310 per annum (Level 5)
CENTRE: Vanderkloof Dam

REQUIREMENTS: A Senior / Grade 12 certificate. One (1) to (2) two years' experience in Supply Chain Management will serve as an added advantage. Computer literacy (Ms Word, excel and power point). Knowledge and experience in procurement administrative procedures. Knowledge of financial legislation. A valid driver's license will serve as an added advantage. Knowledge of basic financial operating systems (PERSAL, SAP etc). Basic financial management and knowledge of PFMA and Supply Chain Management Regulations. Knowledge and understanding of the legislative framework governing the public services. Knowledge of working procedures in terms of working environment. Interpersonal relations, flexibility and teamwork. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skill (both verbal and written). Accountability and ethical conduct

DUTIES: Render effective procurement of goods and services, Coordination of Demand Management Plans (DMP). Ensure that all procurement is in line with DMP. Perform quarterly reviews to ensure procurement purchases are in line with demand. Conduct sourcing of quotations. Conduct inventory checks, Administer goods receipts and goods issue. 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 registers. Capturing of requisitions, orders, goods receipting and payments. Manage filing of Supply Chain Management documentation. Maintain registers for orders, payments, and requisitions. Handle queries from suppliers and capture new suppliers onto the database. Maintain and administer stores. Recording, faxing, copying, and filing of documentation. Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services. Assist with the compilation and maintenance of records according to Supply Chain Management (SCM) prescripts, e.g., procurement batches, goods received, asset verification, stocktaking and bar – coding of assets,

courier services etc. Compile and maintain records e.g, asset records/database. Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Request and receive quotations. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion processes. Compile draft documents as required. Receive requests for goods and services from end users. Place orders for goods and services. Receive and verify goods from suppliers. Capture goods and services receipt vouchers. Issue goods to end users.

ENQUIRIES: Mr. J Mashime, Tel No. 053 664 9400

APPLICATIONS: Central Operation (Vanderkloof Dam) Please email your application quoting the relevant reference number on the subject line to adcvk@dws.gov.za For Attention: Ms Maloka N