

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 21 June 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 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. 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: ADMINISTRATION CLERK REF NO: 210621/27 X3 POSTS

BRANCH: NWR1 CENTRAL OPERATION

SALARY: R 173 703 PER ANNUM (LEVEL 5)

CENTRE: JERICHO DAM

REQUIREMENTS: A Senior/Grade 12 Certificate. A National Diploma in Supply Chain Management / Financial Management qualification with served as an added advantage. One (1) year relevant experience in Supply Chain Management will served as an added advantage. A valid driver's license (attach copy). Computer literacy. Knowledge of work procedures in terms of SCM environment. Knowledge of PFMA, National Treasury Regulation and PPPFA governing the Public Service. Knowledge of financial systems (SAP, PERSAL). Flexibility and team work. Problem solving and analysis. Client orientation and customer focus. Accountability and ethical conduct. Good communication skills both (verbal and written).

DUTIES: Render effective procurement of goods and services. Request quotations from suppliers. Maintain quotation register. Receive and verify goods from suppliers. Issue goods to end users. Provide SCM support services within the component. Update and maintain 0-9 file. Register invoices/delivery notes and submit to Finance. Capture GRV/Service entry on SAP system. Creating of Requisition on SAP. Control and manage price quotation system as well as the rotation system. Compilation of the demand plan, implementation of SCM frame work, Commodity analysis to ensure that required resources fulfil identified needs.

ENQUIRIES: Mr. M Mainganye, Tel: 017 846 6000

APPLICATIONS: NWR1 Central Operation: (Jericho Dam) Please post your application quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X1004, Amsterdam, 2375. For Attention: Ms. Ke Thomo