

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 27 August 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 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.

POST: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO:270821/05  
BRANCH: PROVINCIAL COORDINATION AND INTERNATIONAL COOPERATION: GAUTENG  
SALARY: R376 596 PER ANNUM (LEVEL 9)  
CENTRE: GAUTENG PROVINCIAL OFFICE

REQUIREMENTS: A relevant tertiary qualification at NQF Level 7. Three (3) year related Supply Chain experience at supervisory level. Knowledge and experience of policy development and implementation. Knowledge of SAP, BAS or Logis. Practical knowledge of organizational and government structures. Understanding of Government legislation. Knowledge of Supply Chain Management Regulations, practice notes, circulars and policy frameworks. Knowledge of Broad Based Black Economic Empowerment Act 53 of 2003. Knowledge of contract management. Knowledge and experience of strategic sourcing, Public sector supply chain management models and processes. Understanding delegation authority. Financial management skills and knowledge of PFMA. Practical knowledge of techniques and procedures for the planning and execution of operations. Programme and project Management. Knowledge of relationship management. Problem solving and Analysis. People and diversity management, client orientation and customer focus skills. Supervisory skills. Good communication skills. Accountability and ethical conduct. Knowledge of analytical procedures. A valid driver's license (Attach a copy).

DUTIES: Manage Demand and Acquisition Management Units. Ensure full compliance to all Acquisition and Demand Management Prescripts, Policies and Delegations of Authority. Coordinate inputs in the Demand Plan. Conduct market and commodity research. Maintenance of Supplier and Public Service Provider Database. Ensure that procurement is in line with the approved demand plan. Ensure effective functioning of all Bid Committees. Assist with drafting of specifications. Develop and implement internal control measures for procurement. Ensure that quotations and bids are managed effectively and efficiently according to National Treasury prescripts and Departmental Supply Chain Management Policy. Communicate SCM policies and procedures to all officials in the Regional Office. Ensure that documents submitted to logistics for order creation are fully compliant with Acquisition Management prescripts. Provide regular feedback to database management on the performance of suppliers. Manage all contracts awarded by the Regional Office. Monthly reporting of procurement, irregular, fruitless and unauthorized expenditure incurred by the Regional Office. Monthly reporting on procurement against Demand Plan. Management and supervision of team members.

ENQUIRIES: MS G SKOSANA, TEL NO. 012 392 1312

APPLICATIONS: GAUTENG PROVINCIAL OFFICE (PRETORIA): PLEASE EMAIL YOUR APPLICATION QUOTING THE RELEVANT REFERENCE NUMBER ON THE SUBJECT LINE TO [GPRECRUITMENT@DWS.GOV.ZA](mailto:GPRECRUITMENT@DWS.GOV.ZA) FOR ATTENTION: MR D.MASOGA