

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: SENIOR PROVISIONING ADMINISTRATIVE OFFICER: LOGIS SYSTEM CONTROLLER REF NO:270821/11
BRANCH: PROVINCIAL COORDINATION AND INTERNATIONAL COOPERATION: GAUTENG
CENTRE: GAUTENG PROVINCIAL OFFICE
SALARY: R316 791 PER ANNUM (LEVEL 8)

REQUIREMENTS: A National Diploma or Degree in Supply Chain Management/ Logistics/ Purchasing Management qualification. Three (3) to five (5) years' experience in Supply Chain Management administration environment. Basic Financial management and knowledge of Public Financial Management Act. Knowledge and understanding of procurement administrative procedures. Knowledge and understanding of BAS, SAP and GAAP. Disciplinary knowledge of labour law and dispute resolution process. Knowledge and understanding of social and Economic development issues. Problem solving and analytical skills. People and Diversity Management. Client Orientation and Customer Focus. Communication skills. Accountability and Ethical Conduct

DUTIES: Render demand and acquisition support. Update and maintain a supplier (including contractors) database. Capture specifications on the electronic purchasing system. Issue and receive bid documents. Ensure effective and efficient control of fleet. Ensure that correct procedures are followed on issuing of vehicles. Engage supplier regarding purchased materials and payment thereof. Check if the information is captured correctly on the system. Administer the provision of tender services and contract management. Record all bid documents received. Forward relevant records to bid committee for processing. Manage asset disposal. Do capturing of all payments in the BAS/SAP system. Keep records of assets to be disposed. Administer the payment process for the goods and services acquired. Verify the correctness: Accuracy of the invoices. Ensure that goods and services are received before payment.

ENQUIRIES: MS N A RADEBE, TEL NO: 012 392 1605

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