



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 29 January 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: SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 290121/29

BRANCH: NWRI CENTRAL OPERATION

SALARY: R 316 791 per annum, (Level 08)

CENTRE: Central Operations, (Pretoria)

REQUIREMENTS: A National Diploma or Degree in Financial Management (Accounting / Economics / Business Economics / Purchasing / Logistics). Three (3) to Five (5) years experience in Supply Chain Management. Knowledge and understanding of PFMA, Treasury Regulations and procurement policy framework. Knowledge in government supply chain management framework. Knowledge of enterprise resource planning system e.g. SAP will be an added advantage. Knowledge of MS office suite. Knowledge of dispute resolution process. Knowledge of labour relations policies. Knowledge of generally recognised account practice (GRAP). Computer literacy. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skill (both verbal and written). Accountability and ethical conduct. Willingness to travel nationwide. Applicants must be in possession of a valid driver's license (Attach a copy proof).

DUTIES: Supervise subordinates. Administer the procurement of goods and services. Perform Demand, Acquisition and Logistics Management function. Ensure compliance to SCM policies, processes and procedures including providing similar support to Site/Area Offices under the NWRI: Central Operations Cluster. Provide training to the internal clients regarding SCM processes and procedures. Attend to enquiries related to SCM. Release purchase orders and purchase requisitions on SAP. Check purchase requisitions for correctness, completeness and sign the requisition documents. Administer contracts. Maintain and update contract register to ensure transparency and record keeping. Compile audit reports. Check documentation for correctness and sign order document. Conduct quarterly reviews for subordinates and submit them within the provided timelines. Implement control to ensure that purchase orders are placed for items on approved contracts. Implement control to ensure that where contract does not exist, the price quotation or bidding process of ordering are applied. Check and maintain goods register. Identify redundant and obsolete stock. Control stock levels and conduct stock taking Check, place and verify orders and deliveries for goods receipting. Perform stock taking. Perform goods receipts (GRV) on SAP. Attend to audit queries.

ENQUIRIES: Mr Senthumule Mphateng Tel No: 012741 7318.

APPLICATIONS: Central Operations (Pretoria) Please email your applications quoting the relevant reference number to [SPAO@dws.gov.za](mailto:SPAO@dws.gov.za). For Attention: Mr. KL Manganyi

