



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: SUPPLY CHAIN CLERK: (SCM) REF NO: 290121/47
BRANCH: OPERATIONAL INTEGRATION, SUPPLY CHAIN MANAGEMENT
SALARY: R173 703 per annum, Level 05
CENTRE: Gauteng Provincial Office

REQUIREMENTS: A Senior / Grade 12 Certificate. Basic knowledge of Supply Chain Management duties, practice as well as the ability to capture data and collect statistics. Good computer literacy with MS Office. Basic knowledge of work in terms of the SCM environment. Working knowledge and understanding of PFMA, National Treasury Regulations and PPPFA governing the Public Service. Knowledge of financial systems as LOGIS and BAS. LOGIS certificate will serve as an added advantage. (Attached a copy). Flexibility and ability to work in a team. Basic knowledge of problem solving. Client orientation, customer focus, accountability and ethical conduct. Good communication skills both verbal and written.

DUTIES: Compile and maintain records according to the financial prescripts (e.g. Procurement batches). Assist with demand management duties. Request and receive quotations. Capture quotations on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretarial and logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers database. Receive requests for goods from end users. Issue goods to end users. Maintain commitment and acquisitions register. Maintain inventory store.

ENQUIRIES: Ms. N.A. Radebe, Tel No: 012 329 1335.

NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

APPLICATIONS: Gauteng: Please e-mail your application, quoting the post reference number, to: GPRecruitment@dws.gov.za . For attention: Mr. D Masoga.