



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 04 April 2022

Note: Interested applicants must submit their applications for employment to the 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 be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. 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 it 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 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: DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: 040422/03

BRANCH: FINANCE (MAIN ACCOUNT)

SALARY: R744 255 per annum (Level 11) (all-inclusive salary package)

CENTRE: PRETORIA HEAD OFFICE

REQUIREMENTS: A relevant tertiary qualification at NQF level 7 / Degree in Commerce majoring with Supply Chain Management, Law, Logistics or Accounting. Three (3) years experience in Supply Chain Contract Management at middle management level (ASD). Knowledge and experience in policy development and implementation. Knowledge of Organizational and government structures. Applicants must have an in-depth knowledge of all applicable financial legislation and regulations, including exposure and experience in Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations, Treasury Regulations, Broad-Based Black Economic Empowerment Act (BBBEEA), Modified Cash Standards (MCS) requirements and the Public Finance Management Act (PFMA). Programme and Project management. Accountability and Ethical conduct. Good communication skills. Client orientation and customer focus. Problem solving and analysis.

DUTIES: To manage the Sub-directorate: Contract Management, to develop, review and implement a contract administration service through the monitoring, reporting and execution of amendments, additions, adjustments, variations, and addenda to contracts. Facilitate the development of SCM policies and procedures. Implement an effective control management system. Ensure the acquisition of goods and services complies with prescripts. Ensure disposal of management of redundant and unserviceable goods. Ensure that the activities outlined in the contracts are performed after the contract is awarded. Monitor and evaluate implementation in terms of contract also ensure that all contracts are vetted.

ENQUIRIES: Mr N Seroka, Tel No: 012 336 7039

APPLICATIONS: Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria. For Attention: Ms L Mabile

