



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 4 March 2022

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 required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. 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. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

POST: DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO 040322/02
BRANCH: FINANCE DIV: ACQUISITION MANAGEMENT (WTE)
SALARY: R744 255 PER ANNUM (LEVEL 11) (ALL-INCLUSIVE SALARY PACKAGE)
CENTRE: PRETORIA HEAD OFFICE

REQUIREMENTS: A relevant tertiary qualification at NQF level 7 in Purchasing/ Logistics/ Supply Chain Management/ Finance/ Cost Management, Accounting in Public Management and Administration with Supply Chain Management and Financial Management as Subjects. Three (3) years related Supply Chain Management experience at Management level (ASD). A valid driver's licence (Attach a copy). Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), National Treasury Regulations and guidelines. Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Principles and practice of financial accounting.

DUTIES: Manage, design and develop acquisition management policies process and procedures. Compile Operational/supply chain acquisition management plan and obtain approval. Manage the execution of the acquisition management plan. Monitor and review the acquisition management activities. Setting up the bid evaluation, bid adjudication and Bid Specification Committee and render a secretariat services to the relevant committee. Compilation of bid document and advertisements. Publishing of bid documents. Receipt (closing and opening) of bid documents. Compile term of reference to invite service providers for an expression of interest. Receive evaluate and adjudicate expression of interest. Compile a database of approved suppliers. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on process as required. Develop, implement and maintain process to ensure proper control of work. Compile and submit all required administrative report. Serve on transverse task teams as

required. Procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees.

ENQUIRIES: Mr MV Shai, Tel No. 012 336 7413

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 Mabole