



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: SENIOR SUPPLY CHAIN PRACTITIONER REF NO 040322/17

BRANCH: FINANCE DIV: ACQUISITION MANAGEMENT(WTE)

SALARY: R321 543 PER ANNUM (LEVEL 8)

CENTRE: PRETORIA HEAD OFFICE

REQUIREMENTS: A National Diploma or Degree in Supply Chain Management / Logistics / Purchasing Management or relevant qualification with procurement/ purchasing/ Logistics/ Financial management as a Major Subject. Three (3) to (5) five years' relevant experience in SCM administration environment. A one year programme in Supply chain certificate issued by recognized institution will serve as an added advantage. A valid driver's licence (Attach a copy).

Knowledge of procurement administrative procedures, Batho Pele Principles, Preferential Procurement Policy Framework Act (PPPFA). Knowledge of financial legislation (PFMA, Treasury regulations). Knowledge of procurement systems, Knowledge of dispute resolution process. Problem solving and analysis skill. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Willingness to travel nationwide.

DUTIES: Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Administer the provisioning of bids/quotation services. Record all bid/quotation documents received and maintain register. Forward relevant records to bid committee for processing as instructed. Provide training to the internal clients regarding SCM processes and procedures. Attend to enquiries related to SCM. Compile and submit reports and plans as required. Conduct quarterly reviews for subordinates and submit them within the provided timelines.

ENQUIRIES: Ms. Mathiso Puseletso, Tel No. 012 336 7093

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

