



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: ADMINISTRATION CLERK REF NO 040322/24 X5 POSTS

BRANCH: FINANCE DIV: ACQUISITION MANAGEMENT(WTE)

SALARY: R176 310 PER ANNUM (LEVEL 5)

CENTRE: PRETORIA HEAD OFFICE

REQUIREMENTS: A Senior / Grade 12 certificate. Experience in Supply Chain Management will serve as an added advantage. Knowledge of basic financial operating systems (LOGIS, SAP etc). Possession of a certificate in these operating systems will serve as an added advantage. Computer literacy skills (MS Word, Excel, Power Point, Outlook). Basic Knowledge and insight of the Public Service financial legislation, procedures, and Treasury regulations (PFMA, PPPFA, Financial Manual etc). A valid Driver's License serves as an added advantage. Computer literacy.. Interpersonal relations, flexibility and teamwork. Client orientation and customer focus. Good communication skill both verbal and written). Accountability and ethical conduct Willingness to travel as and when required. Knowledge of general administration within public services. Good interpersonal relations

DUTIES: Render Supply Chain support services and administration within WTE. Receive and Handle routine correspondence and enquiries related to bids and quotation. Receiving of incoming request for sourcing of quotations and update registers. Assist with the opening of bid box and updating of bid/quotation opening register. Regular follow-up on movement of documents (received and issued requests for quotation) within SCM to monitor turnaround time frames and update the register. Sourcing of quotation and providing feedback to the clients. Assist with the preparation of bid/quotation documents for evaluation and proper filing of documents. Assist the adjudication secretariat with administration of documents when needed. Render general administration activities within SCM Directorate. Maintain registers for orders, payments, and requisitions. Handle SCM enquiries and filing of documentation. Provide secretariat or logistical support if needed. Distributing pay slips monthly to the officials.

ENQUIRIES: Ms P Mathiso Tel No: 012 336 7093

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