



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 13 OCTOBER 2023

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 (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a driver's license, annotate such details on CV. 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 (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. 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 (only when shortlisted). 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 three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed or emailed applications will not be considered. 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: 131023/13

BRANCH: PROVINCIAL OPERATION: EASTERN CAPE

SALARY: R359 517 per annum (Level 08)

CENTRE: King William's Town

REQUIREMENTS: A National Diploma or Bachelor's Degree in Supply Chain Management / Logistics / Purchasing Management qualification. The disclosure of a valid unexpired driver's license. Three (3) to (5) five years' experience in SCM administrative environment. Knowledge of procurement administrative procedures. Knowledge of financial legislations. Knowledge of BAS, SAP, and GAAP. Disciplinary knowledge of dispute resolution processes. Knowledge management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES: Render demand and acquisition support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specifications on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. compile draft documents as required. Contractors database update and well maintained. Orders placed accordingly. All notices registered and issued properly. Provide effective provisioning of logistical support services. Ensure that correct procedures are followed on issuing of vehicles. Ensure that the requested items are received, and the services are rendered as requested. Capture information into BAS system. Analyse procurement trends. Implement policies. Engage supplier regarding purchased materials and payment thereof. Develop action plan for the section. Supervise human resources. Check if the information is captured correctly on the system. Ensure that financial procedures are observed in the section. Compile monthly reports. Documents are provided for an approval. Ensure vehicles are issued properly. Administer the provision of tender services and contract management. Record all bid documents received. Forward relevant records to bid committee for processing. Keep register of bid documents. Documents forwarded to bid committee for further processing. Administer the payment process for the goods and services acquired. Verify the correctness: accuracy of the invoices. Check if the amounts correspond with the received quotations. Ensure that goods and services are received before payment. Pay invoices after service has been rendered.

ENQUIRIES: Mr. ML Sigobo, Tel No: (043) 604 5401

APPLICATIONS: Eastern Cape (King William's Town): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600. For Attention: Mr. MK Noah, Tel No: (043) 604 5323.