



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 14 JUNE 2024

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 drivers 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. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). 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. 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. 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 and 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 e-mailed 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: SUPPLY CHAIN PRACTITIONER REF NO: 140624/09

BRANCH: INFRASTRUCTURE MANAGEMENT DIR: OPERATIONS CENTRAL

SALARY: R 308 154 per annum (Level 7)

CENTRE: Central Operations Pretoria

REQUIREMENTS: Relevant NQF level 6 qualification in Supply Chain Management or relevant qualification. One (1) experience in supply chain management. Knowledge and experience in supply chain management. A valid driver's license. Computer literacy. Basic knowledge and understanding of the legislative framework governing the public service or sector. Basic knowledge of Problem solving and analysis. Basic knowledge of SAP. People and diversity management. Client orientation and customer focus. Good communication skill (both verbal and written). Accountability and ethical conduct. Willingness to travel nationwide.

DUTIES: Supervise subordinates or staff. Administer the procurement of goods and services. Ensure compliance to SCM policies, processes, and procedures. Provide training to the internal clients regarding updates on SCM processes and procedures. Attend to SCM related enquiries. Check purchase requisitions and order for correctness, completeness and sign the requisition and order documents. Release purchase requisitions and orders on SAP system. Administer, maintain, and update contract register to ensure transparency and record keeping. Compile audit reports. Implement controls to ensure that purchase orders are placed for items on approved contracts and non-contract requisitions. Receive and verify goods delivered from suppliers prior performing goods receipts (Goods Receipt Voucher) on SAP system and maintain goods receipts register. Issue goods to the end-users (direct and stock purchase) Identify redundant and obsolete stock. Control stock levels and conduct stock taking.

ENQUIRIES: Mr SW Mphateng, Tel No: 012 741 7318

APPLICATIONS: Central Operations (Pretoria): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Praetor Forum Building, Private Bag X273, Pretoria, 0001 or hand deliver at Department of Water and Sanitation, 267 Lilian Ngoyi Street, Pretoria, 0001, First Floor. For Attention: Mr KL Manganyi