



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: **18 December 2024 16:00**

Note: Interested applicants must submit their applications for employment to the address or email address specified on each post (all documents must be submitted in **one** in PDF attachment/s, **size not exceeding 10mb**) Subject title on the email must indicate the **reference number** of the post. Applicants should forward applications to the correct email address of the post as incorrect emailed applications will not be considered. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation 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, 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. 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. 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. 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. The successful candidates will be appointed on Standard Contract in terms of section 76 of the National Water Act, Act 36 of 1998.

POST: SENIOR ADMINISTRATION CLERKS (SUPPLY CHAIN MANAGEMENT) X 4 REF NO: 18122024/W01
BRANCH: INFRASTRUCTURE MANAGEMENT

CHIEF DIRECTORATE: CONSTRUCTION MANAGEMENT

SALARY: R216 417.00 per annum (Level 5)

CENTRE: Construction West (Potchefstroom) X2 Ref No: 14102024 /W01 Standard Contract

REQUIREMENTS: Applicants must be in possession of a Senior Certificate, plus four (04) years relevant experience. Basic Knowledge and insight of financial Legislation, procedures, and Treasury regulations (PFMA, PPPFA, Financial Manual etc). Computer literacy. Knowledge of basic financial operating systems (LOGIS, SAP etc) will be added advantage. Interpersonal relations, flexibility and teamwork. Client orientation and customer focus. Good communication skill both verbal and written).

DUTIES: The incumbent will be responsible for requesting and receiving quotations. Drafting specifications from end users. Capture specification on the electronic purchasing system. Sourcing suppliers from central supply database. Register suppliers on the Central Supplier Database. Update and maintain supplier database. Provide secretariat or logistical support for the Specification Bid Committee. Provide secretariat or logistical support for the Evaluation Committee. Conduct market analysis before buying goods and services. Place orders. Compile draft documents as required. Capture and issue purchase orders. Send purchase orders to service providers. Follow up on deliveries. Receive and verify goods from suppliers. Capture goods in registers database. Receive request for goods from end users. Receive deliveries from suppliers. Receive invoices from suppliers. Compile and maintain records, assets. Verify assets register. Bar code assets. Identify redundant, non-serviceable and obsolete equipment for disposal

ENQUIRIES: TJ Mabandda Tel No. (018) 294 9500

APPLICATIONS: Emailed to RecruitmentCWest@dws.gov.za

FOR ATTENTION: Ms TJ Mabandda