



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 14 November 2025

NOTE: Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za/>. 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 on the online Z83 must be completed as these fields are regarded as compulsory. 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 qualifications (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 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 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 CLERK (SUPERVISOR) REF NO: 141125/12

BRANCH: INFRASTRUCTURE MANAGEMENT CENTRAL OPERATIONS DIR: OPERATIONS CENTRAL

SALARY R 325 101 per annum (Level 07)

CENTRE: Pretoria Central Operations

REQUIREMENTS: A Senior/Grade 12 certificate or relevant qualification. An NQF Level 6 qualification in Supply Chain Management / Finance will serve as an added advantage. Three (3) to (5) five years' experience in Asset Management. The disclosure of a valid unexpired driver's license will serve as an added advantage. Computer literacy (MS Office). Knowledge of SAP system. Problem solving, analysis, client orientation, customer focus, accountability and ethical conduct skills. Good communication skills verbal and written. Willingness to travel and ability to work under pressure. Basic Knowledge of work procedures in terms of working environment. Basic Knowledge and understanding of the legislative framework.

DUTIES: Supervise and render asset management clerical duties by doing the following: Ensure all movable assets are procured in line with PFMA (Public Finance Management Act) and Supply Chain Management (SCM) procedures. Capture new assets in the Asset Register immediately after acquisition. Assign unique asset numbers/tags barcodes and serial numbers to enable traceability. Conduct annual physical verification of all movable assets for all Central Operations Area Offices. Reconcile physical counts with the Asset Register. Investigate discrepancies missing, damaged, or unrecorded assets. Assign custodianship of assets to responsible officials, asset custodians must sign accountability forms. Record any movement, transfer, or relocation of assets between offices/workshops. Maintain updated records on asset location and custodian. Issue transfer/relocation forms with proper approvals and update the Asset Register. Ensure that officials report theft, loss, or damage to movable assets. Maintain a Loss Control Register in line with Departmental loss control policy and Treasury regulations. Submit cases to security vetting section for recommendation for write-off, recovery, or disciplinary action. Identify redundant, obsolete, or unserviceable assets for collection to the disposal stores. Follow approved disposal methods auction, transfer to other departments, donations and recycling.

NOTE: The shortlisted candidates will be required to do practical test.

ENQUIRIES: Mr. T Khumalo, Tel No: (012) 741 7361

APPLICATIONS: All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>