



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 20 February 2026

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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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.

NOTE: The Pongola-Umzimkulu Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: **PUCMA 14**

BRANCH: PONGOLA-UMZIMKHULU CATCHMENT MANAGEMENT AGENCY

DIVISION: SUPPLY CHAIN AND ASSET MANAGEMENT

SALARY: R468 459 per annum (Salary Level 9)

CENTRE: Durban

REQUIREMENTS: A tertiary qualification in Supply Chain Management / Finance at NQF level 7. Three (3) to five (5) years working experience in supply chain acquisition, logistic and demand management of which three (3) years must be at supervision level. The disclosure of valid unexpired drivers license. Excellent communication skills both written and verbal. Good planning and organizing skills. Be computer literate and have sound knowledge of Microsoft Office, i.e. MS Word, MS Excel, MS Outlook, MS PowerPoint and Internet Explorer. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Broad Based Black Economic Empowerment Act 53 of 2003 and preferential procurement policy framework Act. Knowledge of contract management. Knowledge of strategic sourcing. Public sector supply chain management models and processes. Programme and project management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct. Knowledge of Supply Chain Management Regulations, practice notes, circulars and policy frameworks. Must be able to work on SAP and LOGIS systems. Excellent Interpersonal relation skills.

DUTIES: Manage and supervise acquisition, logistic and demand management. Ensure full compliance to all acquisition, logistic and demand management prescripts, policies, practice notes and delegations of authority. Develop and maintain internal control measures for procurement. Coordinate input in the Demand Management Plan. Ensure that procurement is in line with the approved demand plan. Ensure effective utilisation of the CSD. Compilation /verification of all monthly SCM reports. Manage the process of sourcing of quotations up to R1 000 000. Ensure that documents submitted to logistics for order creation are fully compliant with acquisition management prescripts. Provide regular feedback to clients with regards to quotations finalisation. Management of the bid processes in the Agency and ensure effective functioning of all Bid Committees. Management and effective utilisation of Transversal Contracts. Ensure implementation and compliance of the Instruction Notes as issued by National Treasury as well as Departmental

SCM Policy. Identify and mitigate risks within the unit. Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly. Assist in the compiling of monthly SCM performance reports. Perform human resources and administrative activities relating to SCM Assessing the Performance of Officials in the unit (PMDS).

ENQUIRIES: Mr Zakhele Buthelezi, Tel No: 079 694 6787

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