



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 30 January 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.

POST: SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 300126/03

BRANCH: INFRASTRUCTURE MANAGEMENT SOUTHERN OPERATIONS DIR: OPERATIONS SOUTHERN

SALARY: R397 116 per annum (Level 8)

CENTRE: Port Elizabeth (Gqeberha)

REQUIREMENTS: A relevant NQF level 6 qualification in Supply Chain Management or relevant field. Three(3) years relevant experience in a supervisory level. Practical experience on SAP system. The disclosure of a valid driver's License. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework (PPPFA) and all applicable SCM guidelines, policies, practices, and procedures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and Analysis. People and Diversity Management. Client Orientation, Communication, Accountability and Ethical Conduct.

DUTIES: Coordinate, review, research, analyses and plan the procurement needs of the Cluster. Coordinate, review, collect information and implement the demand management plan for the Cluster. Manage and review specifications received from end users. Implement and maintain the update of all prospective and preferred supplier database. Coordinate, review and execute the bidding process. Coordinate and review the compilation and invitation of quotations from Central Supplier Database as per the National Treasury Thresholds. Serve as the secretariat for all Cluster Bids & Specification Committees. Supervise, monitor, analyze and determine actions to ensure proper contract administration. Supervise, monitor contract compliance by determining whether products/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality, and right price according to the contract. Supervise and monitor supplier performance according to the contract and Service Level agreement. Coordinate and review the process of requisitioning of goods and services. Verify correctness of invoice. Facilitate authorization of payment. Coordinate the safe keeping and distribution of goods. Supervise employees to ensure an effective Supply Chain Management service and undertake all administrative functions required regarding financial and HR administration. Control and safeguard all Supply Chain documentation. Supervise and undertake risk management assessments. Supervise and implement fraud and abuse prevention strategy for SCM. Supervise and undertake performance assessment of the value chain in SCM function. Participate in the development of risk and performance management policies processes and procedures. Manage moveable assets in your section. Conduct physical

verification of assets, manage movement of assets, identify redundant, non-serviceable and obsolete assets in your section.

ENQUIRIES: Mr. NA Khan Tel No. 041 508 9725

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