

POST**PROVISIONING ADMINISTRATION OFFICER REF: 280114/11****SALARY
CENTRE**R183 438.00 per annum (Level 7)
Pretoria**REQUIREMENTS**

Three years qualification in Finance, Logistics, B Com: SCM, Logistics, Public Management with 2-3 years relevant experience in the Finance/Supply chain field. Knowledge of LOGIS system functions (Purchase order creation, Warehouse, Transit and Payments). Sound knowledge of SCM policies and procedures, SCM Practice Notes, sound interpersonal relations and communication (verbal and written) skills. Completion of LOGIS literacy will be added advantage.

DUTIES

The successful candidate will be performing duties within Logistics Management (Purchase order creation, transit/warehouse and payments), also be responsible for supervision of subordinates, Ensure that payments are settled within the prescribed timeframe to service providers in terms of Treasury Regulation 8.2.3. Capture commitments/purchase orders on Logis system. Authorize banking details on LOGIS system. Capture/pre-authorize invoices payment on LOGIS system. Reconciliation of accounts with statements received from service providers. Obtain banking details from suppliers to update LOGIS system. Liaise with internal/external clients with regard to payments and outstanding order/invoices. Record and update payment invoice receipt register.

ENQUIRIES

Ms P Mathiso 012 336 7093