

**POST** : **SENIOR ADMINISTRATION CLERK 13 POSTS REF: 280114/15**

**SALARY** : R 123 738 per annum (Level 5)  
**CENTRE** : Pretoria

**REQUIREMENTS** Grade 12 certificates with Mathematics or Economics or Accounting or Equivalent qualification with relevant experience in the Finance/Supply Chain field. 3 years qualification in Public Management, Finance, Logistics and Supply Chain Management will be an added advantage. SCM: Logistics/Finance processes, problem solving and analysis, client orientation and customer focus. Public Finance Management Act, 1999 (Act No. 1 of 1999) the Treasury Regulations and SCM Practice notes, computer literacy, knowledge of LOGIS system.

**DUTIES** the successful candidates will be placed in different subsections within Logistics Management: Duties will vary between the placement of purchase orders for goods and services, receiving and verification of goods delivered from suppliers, capturing of receipt goods on LOGIS system, maintain supplier performance register and processing of invoices for payments.

**ENQUIRIES** : Ms P Mathiso 012 336 7093