



# water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **For Centre: Limpopo** please forward your applications quoting the relevant reference number to: Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water Affairs, 49 Joubert Street, Corner Thabo Mbeki & Joubert Streets, AZMO PLACE Building (Registry Office 4th floor). For **attention:** Mr. MP Makgakga.
- CLOSING DATE** : **21 October 2016 TIME: 16H00**
- POST** : **PROVISIONING ADMINISTRATION OFFICER REF: 211016/11**  
Division: Demand and Acquisition
- SALARY** : R211 194 per annum (Level 7)
- CENTRE** : **Polokwane Provincial Office**
- REQUIREMENTS** : Degree/National Diploma in Supply Chain Management or equivalent qualification. One (1) to two (2) years experience in Supply Chain Management. Knowledge of procurement administrative procedures. Knowledge of Public Finance legislations that govern Supply Chain Management. Knowledge of BAS and Logis. Problem solving skill; Client Orientation and customer focus. Good communication skill. Computer literacy. Drivers licence (Certified copy must be attached).
- DUTIES** : Receive quotations for documents. Process quotations in order to make decisions on the items to be purchased. Send back faulty documents. Check if the amount correspond with the received quotations. Record all bid documents received. Forward all relevant documents to the bid committee. Keep register of bid documents. Evaluation of bid document. Consolidating of demand and procurement plan. Market research. Selection of suppliers. Drafting of specification. Train and Supervise subordinates.
- ENQUIRIES** : Mr. R Baloyi, tel (015) 290 1478