



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **For Centre: Pretoria:** please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, corner Cnr Visagie and Bosman, street, Pretoria. **For attention:** Ms Cindy Mazibuko
- For Centre: Gauteng Provincial Office:** please forward your applications quoting the relevant reference number to the Provincial Head: Gauteng, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver to 285 Francis Baard, Bothongo Plaza East, Pretoria. **For attention:** Mr D Masoga (012) 392 1477
- For Centre: NWRI: Central Operations** Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 273, Pretoria, 0001 or Hand Deliver at Praetor Forum Building, 1st Floor Reception, 267 Lillian Ngoyi Street, Pretoria, 0001. **For attention:** Mr BK Shiphamele
- CLOSING DATE** : **21 October 2016 TIME: 16H00**
- POST** : **CHIEF ADMINISTRATION CLERK (SCM) REF: 211016/16**
- SALARY** : R 211 194 per annum (Level 7)
- CENTRE** : **NWRI: Central Operations, Tugela Vaal (O&M Jagersrust)**
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification. Three (3) to five (5) years' experience in financial and SCM administration. Knowledge of procurement administrative procedures. Knowledge of financial legislation. Knowledge of SAP. Knowledge of GAAP. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Knowledge Management Problem solving and Analysis. People and Diversity. Management Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct.
- DUTIES** : Check and approve requests on the Logis System. Checking and approving of all captured transactions and recorded. Authorise of orders and splitting of order documents. Faxing and mailing of orders to service providers. Ensure proper filing of requisition (VA2) Payments of invoices for rendered services.
- ENQUIRIES** : Tel. Mr AJ Klaassen (036) 438 6211