



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 4rth floor). For **attention:** Mr. MP Makgakga.
- CLOSING DATE** : **21 October 2016 TIME: 16H00**
- POST** : **SENIOR PROVISIONING ADMINISTRATION CLERK REF: 211016/24**
Division: Demand and Acquisition Management
- CENTRE** : **Polokwane Provincial Office**
- SALARY** : R142 461 per annum (Level 5)
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification. Knowledge of Procurement administrative procedures. Knowledge of Public Services legislations that govern finance and procurement processes. Knowledge of BAS and Logis. Communication Skill, Client orientation and Customer focus. Problem solving and analysis. Computer literate. Drivers licence. (Certified copy must be attached).
- DUTIES** : Sourcing and receiving of quotations. Maintenance of the register. Process quotations in order to make decisions on the items to be purchased. Sent back faulty documents. Do capturing of all payments in BAS/SAP. Verify correctness and accuracy of the requisition documents. Check if the amount correspond with the received quotations. Record all bid documents received. Record all bid documents received. Forward all relevant documents to the bid committee. Keep register of bid documents. Consolidating of demand plan. Market research. Selection of suppliers.
- ENQUIRIES** : Mr R Baloyi tel, 015 290 1478