



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: 211016/26**
- : Division: Logistics and Assets
- CENTRE** : **Polokwane Provincial Office**
- SALARY** : R142 461 per annum (Level 05)
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification. Knowledge of Procurement Management and administrative procedures, Knowledge of legislations and policies that govern Supply Chain Management. Knowledge of BAS and LOGIS. Communication Skills, Client orientation and Customer focus. Problem solving and analysis, Computer literate, Drivers licence (Certified copy must be attached).
- DUTIES** : Receiving and distribution of assets to users. Bar-coding of assets. Completion of assets movement form. Assist in assets verification. Reconciliation of assets. Capturing of assets in the system. Keep record for items to be disposed. Maintain assets register. Capturing of requisitions, registering of invoices. Issuing of official order.Updating assets on the inventory lists
- ENQUIRIES** : Mrs MS Musetsho, tel (015) 290 1204