



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **For Centre: Durban, KZN:** Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor, Durban. **For attention:** Ms S Mbongwa
- CLOSING DATE** : **21 October 2016 TIME: 16H00**
- POST** : **ADMINISTRATION CLERK - PROVISIONING: (PROTO CMA) REF: 211016/28**
- SALARY** : R142 461per annum (Level 5)
- CENTRE** : **Durban**
- REQUIREMENTS** : Grade 12 or equivalent qualification. Computer Literacy (Excel and Word). Experience in Government Systems (Logis/SAP). Knowledge of Supply Chain Management procedures and policies. Able to take initiative and work under pressure to meet deadlines. Knowledge of supply chain management will be an added advantage.
- DUTIES** : Capturing of Requisitions, Orders, Goods Receipting and payments Manage Filing of Supply Chain Management Documentation. Maintain registers for orders, payments and requisitions. Handle queries from Suppliers and capture new suppliers onto the Database. Maintain and Administer Stores. Issue stock and administer Stock Levels. Recording, faxing, copying and filing of documentation.
- ENQUIRIES** : **Mr M Sibeko** , tel (031) 336 2700