



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **For Centre: Vanderkloof Dam:** Acting Scheme Manager: Central Operations NWRI- Branch, Department of Water and Sanitation, Private Bag X01, Vanderkloof Dam, 8771. or Hand Deliver at 1420, Protea Street, Vanderkloof, 8771. **For attention:** Mr. J Wilson
- CLOSING DATE** : **21 October 2016 TIME: 16H00**
- POST** : **ADMINISTRATION CLERK: (SUPPLY CHAIN MANAGEMENT): REF: 211016/30**
- SALARY** : **R 142 461 per annum (Level 5)**
- CENTRE** : **NWRI: Central Operations, Vanderkloof Dam**
- REQUIREMENTS** : Grade 12 certificate or equivalent. Knowledge and understanding of PFMA, Treasury regulations, and supply chain management policies. Computer literacy (Microsoft Word and Excel). Good communication - (verbal and written) and interpersonal skills, ability to work under pressure, independently and be willing to work over-time. A valid driver's licence code 08. Knowledge of SAP system.
- DUTIES** : Ensuring an efficient provisioning service: receive VA1 & VA2s from Chief users and requesting quotation from suppliers, checking for validity, ensuring that the rotation of suppliers takes place, creating orders on SAP and faxing them to the suppliers. Posting of VA2 from Chief User for stock items. Check that goods have been correctly issued to personnel from the stores and do follow ups. Receive goods from suppliers and do verification. Filing of orders and do follow ups. Register suppliers on SAP system via maintenance forms. Request material numbers from Head Office. Assist in maintaining register of tenders and order payments. Handle the enquiries from the suppliers and reply to the audit-queries.
- ENQUIRIES** : Mr. GA Coetzee Tel: 053-664 9400