



## Senior Provisioning Administration Clerk: Orders (CFO01/2018)

**Salary** R183 558 per annum (Total Package R287 557)

**Centre:** Pretoria

### Requirements:

- A Grade 12 plus a minimum of 1 years' experience in supply chain environment. A National Diploma in Purchasing Management/ Logistics /Supply Chain Management or equivalent qualification will be an added advantage;
- Sound organising and planning skills, Good communication skills; Computer Skills; Leadership skills;
- knowledge of Supply Chain Supply Chain Management; in-depth knowledge of LOGIS systems. Knowledge of PFMA, PPPFA, Supply Chain policies and procedures, Treasury Regulations and BBBEE Acts.

### Duties:

- Edit and approve request on procurement integration;
- Authorise Request on the mainframe;
- Maintain and Administer 0-9 file for services;
- Retrieving orders in 0-9 file for payments and expediting of orders and invoices. Administration of Manual and accurately compiling of monthly reports.

**Enquiries:** Mr W Sekgatja, Tel (012) 399 9075

**Attention:** Mr L I Letshedi

**Closing date:** 07 May 2018

- All applications must be submitted on a **Z83 application form** (*click bold underlined text to download PDF form*) accompanied by certified copies of qualifications, identity document (ID) as well as a comprehensive curriculum vitae (CV) and Driver's License in order to be considered.
- The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- Correspondence will be limited to successful candidates only.
- People with Disabilities are encouraged to apply
- Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification. Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
- Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.
- Furthermore, the person appointed to this position will be subject to a security clearance, the signing of a performance agreement and an employment contract.
- If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
- The department reserves the right not to make an appointment.
- Relaxation of qualification requirements may be considered for non-OSD posts
- **Applications must be forwarded to: Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.** No faxed, e-mailed and late applications will be considered.

