

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS

- APPLICATIONS** : 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.
- FOR ATTENTION** : Mr L I Letshedi
- CLOSING DATE** : 07 May 2018
- NOTE** : Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. 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. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed). The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

## OTHER POSTS

- POST 16/02** : **SENIOR PROVISIONING ADMINISTRATION CLERK: ORDERS, REF NO: 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** : the successful appointee will be responsible for the following: Edit and approve request on LOGIS procurement integration. Authorise Request on LOGIS 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, accurately compiling of monthly reports and Handling of enquiries.
- ENQUIRIES** : Mr W Sekgatja Tel No: (012) 399 9075
- POST 16/03** : **SENIOR PROVISIONING ADMINISTRATION CLERK: ASSET MANAGEMENT REF NO: CFO02/2018**
- SALARY** : R183 558 per annum (Total Package R287 557)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 plus appropriate experience; A relevant post matric qualification will be an added advantage, Good understanding of procurement procedures. Knowledge of LOGIS, Good communications and Interpersonal skills, Computer literacy (excel, Ms Word, LOGIS). Ability to work under pressure, sense of responsibility and loyalty.
- DUTIES** : Capture the movement of assets (BAMV). Correct receipts of assets on the system. Printing and allocation of barcodes. Conduct annual asset verification and quarterly spot checks of assets. Dispose redundant/ obsolete assets. Capture assets transferred or donated on the system.
- ENQUIRIES** : Mr Y Mbjana Tel No: (012) 399 8812