

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Director-General, Department of Environmental Affairs, Private Bag, X4390
Cape Town, 8000 (or hand-delivered to: 14 Loop Street, Cape Town 8000)
- CLOSING DATE** : 14 May 2018
- NOTE** : Must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered, for all the applications send through an email, kindly remember to attach all the necessary documentation including a signed Z83 form. 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 POST

- POST 17/22** : **PROVISIONING ADMINISTRATION OFFICER: ASSETS MANAGEMENT (SR7) REF NO: (CFO06/2017) (FIVE (5) YEAR CONTRACT)**
- SALARY CENTRE REQUIREMENTS** : R226 611 per annum plus 37% in lieu of benefits
: Cape Town
: National Diploma in Supply Chain Management or equivalent relevant qualification plus experience in Supply Chain Management or related field. Knowledge of Database system, logistics, acquisition and business practices. Ability to maintain Database management systems and controls. Computer literacy (Excel, Ms Word and LOGIS) and must have successfully completed Logis/SCM related courses. Knowledge of Procurement procedures and SCM policies. Good communication skills (written and verbal) including planning and organisational. Good interpersonal relations and the ability to work under pressure. The following would be an added advantage: Sub-system Controller experience and a valid driver's license.
- DUTIES** : Sub-system controller duties. Control and maintain the LOGIS system as the sub-system controller. Maintain chief user profiles. Allocating user with selections with relevant documentation. Ensure that the printers are up and running. Logging of system related calls with LOGIK. Maintenance of ICN on the Logis system – creation of ICNs. Conduct sanitization process of system at financial year end. Provide cost centre officials with the consumable ICN's for LOG2 and email to Budget section. Inventory Management functions. Quarterly stocktaking of regional stores. Capturing of Receipt vouchers for stock delivered to Regions. Capturing of issue Vouchers of the regions. Email issue vouchers to regions for issuing of stock. Update the stock on the system of the regions. Conduct spot check on the system by printing count and control sheets and emailing to regions to conduct weekly stocktakes. Doing Balance adjustments where applicable. Report any discrepancies to regional offices to rectify. Reporting. Verify Manual Inventory Report – By using download and system generated reports. Verifying supporting documents (issue vouchers) against the manual report. Distribute System generated Reports to relevant role players (month end reports). Download the RR102 and RR103 from LBIS

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and convert to excel and email to relevant role players. Compile the stocktaking report with relevant documentation and forward to Head Office.
Ms. N. Mabece (021-814 8322)