

- Receive and verify goods from suppliers.
- Capture and ensure that goods are captured in registers and databases.
- Receive request for goods from end users.
- Issue goods to end users.
- Check and maintain goods registers.
- Update and ensure the maintenance of the register of suppliers.

4. Supervise human resources/staff

- Allocate and ensure quality of work.
- Personnel development.
- Assess staff performance.
- Apply discipline

INHERENT REQUIREMENTS OF THE JOB: Skills and Competencies

The following are competencies required and the outputs towards achieving the goals of the department.

Generic Competencies	Technical Competencies
Job Knowledge	Computer Skills (SCM Systems)
Communication	Planning and organisation
Interpersonal relations	Language
Flexibility	Good verbal and written communication skills
Teamwork	

KNOWLEDGE REQUIREMENTS

Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics.

Basic knowledge and understanding of the legislative framework governing the Public Service.

Basic knowledge of work procedures in terms of the working environment

APPOINTMENT REQUIREMENTS

A grade 12 certificate or equivalent.

3-5 years experience required.

CAREER PATHING

Compliance with the requirement of higher posts.

AMENDMENTS TO JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

PERFORMANCE AGREEMENT

The performance agreement of the incumbent, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.

JOB DESCRIPTION AGREEMENT

SIGNATURE OF POSTHOLDER
DATE:

SIGNATURE OF MANAGER
DATE: