

DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za/
<u>CLOSING DATE</u>	:	18 July 2025
<u>NOTE</u>	:	Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

<u>POST 23/92</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: MTCMA03</u> Mzimvubu-Tsitsikamma Catchment Management Agency (MTCMA)
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Head Office (East London)
<u>REQUIREMENTS</u>	:	A relevant B-Degree NQF level 7 qualification and registration as CA (SA). NQF 8 qualification will be an added advantage. A minimum of 5 years of experience at middle/senior managerial level in Finance. Extensive knowledge of financial management, PFMA and Generally Recognised Accounting Practice (GRAP) and some knowledge of local government sector, public service act and regulations. Behavioural Competencies required: Strategic Capability and Leadership Programme and Project Management. Attention to detail. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Good Communication. Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Strategic oversight on financial management within the CMA: Assume overall responsibility for general financial and management accounting activities, budget (preparation and compliance), revenue collection, supply chain management and asset management functions, payroll, and banking, ensuring compliance to relevant legislation, prescripts, policies and agreements. Establish, implement and enhance accounting and internal control systems, policies and procedures in compliance with GRAP, PFMA, Treasury Regulations and other legislation. Develop and implement a cost management strategy through effective accounting controls and financial management techniques. Ensure compliance with policies and provide guidance, assess risks and financial viability of existing & new Policies, Projects and all customer

agreements. Direct the financial strategy of the organisation to ensure availability of adequate financial resources. Provide strategic financial advice to executive management and the Board. Ensure timely and accurate financial reporting to all internal and external governance structures. Set perimeters for cash flow management and operations of the finance personnel. Ensure financial data integrity in terms of timeliness, accuracy and reliability. Oversee and provide assistance during the annual audit; respond to audit findings and implement recommendations as required. Stay abreast of new trends in the field of accounting, financial management, budgeting etc. Provide strategic direction in the provision of other Corporate Support Services within the CMA: Provide strategic direction in the implementation of HR policies, prescripts and strategies. Ensure provision of IT services and that associated risks are effectively mitigated. Ensure provision of office support services including facilities management. Departmental/Staff Management: Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and allocate resources accordingly to meet departmental strategies priorities. Responsible for the related sections of the APP, Shareholders Compact, and Annual Report.

**ENQUIRIES
NOTE**

: Mr C Greve Tel No: (012) 336-8402
: The Mzimvubu-Tsitsikamma Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

APPLICATIONS

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POST 23/93

: **CHIEF RISK MANAGER (MAIN ACCOUNT) REF NO: 180725/01**
Branch: Departmental Management
Cd: Risk and Compliance Management

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824 per annum (Level 13), (all-inclusive salary package)
: Pretoria Head Office
: An appropriately recognised undergraduate NQF level 7 qualification in risk management, auditing, strategic management, public administration or equivalent relevant qualifications as recognised by SAQA. Affiliation with the relevant professional bodies (IRMSA, IIA, SAICA, ACFE). Certification: (risk management professional, internal auditor, chartered accountant, certified fraud examiner) will be an added advantage. Applicant must have five (5) years' proven extensive experience in risk management environment at a middle management/senior managerial level. Extensive knowledge of the Public Finance Management Act, public sector risk management framework and public service anti-corruption strategy. Excellent communication skills (both written and verbal), financial management, planning, problem solving and analysis. Proven project and strategic management capability, facilitation and leadership skills. Corporate governance principles. People management and development. Knowledge of policy and business process development and standard operating procedures. Ensure implementation of policy processes and procedures. Ability to gather analyse information, develop and apply policies.

DUTIES

: Provide advice to management to enable the implementation and maintenance of systems to identify and manage risks threatening the achievement of the strategic outcomes and legislative mandate of the department, Direct optimisation of opportunities to enhance the department's performance. Develop, implement and maintain an enterprise-wide risk management framework, supporting policies and procedures. Develop and implement a strategic and annual risk management plan. Ensure regular development of risk management methodologies, models and systems for implementation of risk management. Provide reports to management, risk committees, audit committee and other stakeholders. Provide strategic leadership and business planning for the directorate.

**ENQUIRIES
APPLICATIONS**

: Mr M Malindisa Tel No: (012) 336 8084
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

<u>POST 23/94</u>	:	<u>DIRECTOR: WATER RESOURCE POLICY, STRATEGY AND EVALUATION</u> <u>REF NO: 180725/02</u> Branch: Water Resource Management Dir: Water Resource Policy Strategy and Evaluation
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A relevant undergraduate qualification (NQF level 7) as recognised by SAQA (Bachelor's degree in Natural Science, Environmental Science, or related field, Bachelor of Engineering Honours in Water Engineering, Postgraduate Diploma in Integrated Water Management will serve as an added advantage). Five (5) years' experience at middle/senior management level. Knowledge and experience in Policy and Strategy Development. Knowledge and understanding of water related Disaster Management. Knowledge of public sector functions. Knowledge management. Leadership and Management. Expert knowledge of the water business. Knowledge of National Water Act, BBBEE Act, NEMA and related Legislations. Knowledge and understanding of South African Constitution. Knowledge of Corporate Governance Structures. Knowledge of strategic capability and leadership. Understanding of programme and project management. Knowledge of financial management and change management. Understanding of service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct. Applicants must be able to travel nationally and internationally as required.
<u>DUTIES</u>	:	Lead the development and periodic review of the National Water Resources Policies and Strategies including and mainly the National Water Resources Strategy (NWRS) and the Water Policy. Manage the development of the Implementation Plan for the implementation of all water resources policies and strategies for DWS and the Water Sector. Lead and provide oversight for the implementation of water resources Policies and strategies including for the National Water Resource Strategy and Catchment Management policies and strategies. Establish and maintain working or governance structures within DWS and entities for the implementation of strategies and policies. Manage the development of a comprehensive Disaster Management Strategy. Act as a focal point and responsible for water related disaster risk activities and hazards such as floods, drought and water pollution. Guide and consolidate progress reports on the implementation of the National Water Resource Strategy plus other related policies and strategies. Establish and or maintain the monitoring and reporting structures. Guide and contribute to the formulation of strategies and policies addressing Climate and Water issues. Overall management of the Unit which includes development of strategic plan, Annual Performance Plan, Operational Plans, Performance Reports, Risk Management Plan, responses to Audit findings, Referrals, Parliamentary Questions, etc. supervise, manage and mentor personnel in the Unit.
<u>ENQUIRIES</u>	:	Ms Francina Motsitja Tel No: (012) 336 7373
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

OTHER POSTS

<u>POST 23/95</u>	:	<u>DEPUTY DIRECTOR: OFFICE SUPPORT REF NO: 180725/03</u> Branch: Water Resource Management Cd: Office of the DDG
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A National Diploma/Degree in Public Administration / Management. Three (3) to (5) five years management/supervisory experience in Administration. The disclosure of a valid unexpired driver's license. Knowledge and understanding of applicable public service policies and strategies. Understanding of administration processes. Disciplinary knowledge of HR information. Understanding of government legislations. Knowledge of financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Understanding of programme and project management. Good interpersonal skills and analytical procedures. Problem solving and analysis. People and diversity management. Client

	orientation and customer focus. Excellent communication skills (both verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	: Coordinate, consolidate and report on the planning. Coordinate and consolidate inputs for strategic and annual plans. Management of queries and correspondence within the office. Coordinating matters relating to portfolio committee issues, referrals, audit findings, parliamentary queries, risk management etc for the programme and ensure meeting timelines/deadlines of those requests. Ensure documents management. Develop and maintain system in the office that will contribute towards improving efficiency. Provide management support to the office and represent the DDG at meetings, workshops engagements etc. Record minutes, decisions and communicate to relevant role players, follow-up on progress made, prepare briefing notes as well as other documents to adequately prepare DDG. Provide financial administrative support to the office. Determine and collate information regarding the budget needs of the office. Management of human resources of the Branch.
<u>ENQUIRIES</u>	: Ms Mahadi Mofokeng Tel No: (012) 336 6560
<u>APPLICATIONS</u>	: All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 23/96</u>	: <u>OFFICE MANAGER REF NO: VOCMA07</u> Vaal-Orange Catchment Management Agency (VOCMA)
<u>SALARY</u>	: R468 459 per annum (Level 09)
<u>CENTRE</u>	: Bloemfontein
<u>REQUIREMENTS</u>	: A relevant NQF level 6 qualification. Five (5) years' experience in general administration and office management environment. The disclosure of a valid unexpired driver's license. Extensive knowledge and understanding of public service policies and administrative procedures. Basic financial management and knowledge of PFMA. Knowledge of administrative procedures. Knowledge in secretarial duties. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Good communication, presentation and report writing skills. Ability to act with fact and discretion. Knowledge of dispute resolution process. Understanding of legislative and policy frameworks governing the sector. Knowledge of project management and administration. Accountability and ethical conduct.
<u>DUTIES</u>	: Manage and coordinate the flow of information within the office of CEO: VOCMA. Render administrative support services: Procurement of goods and services, ensure that assets register is updated, assist with the coordination of monthly, quarterly and annual reports. Quality assurance of documentation and remain up to date with prescripts, policies and procedure applicable to work terrain to ensure efficient support to the Office. Ensure effective records management system for all submissions and correspondences. Arrange / organise workshops and meetings. Represent Manager at certain meetings and workshops. Manages queries of the office of the CEO. Management of financial and human resources. Assist during the compilation of budget in line with MTEF, PFMA, advice and facilitate the process of budget projection with all the project managers/Units within the CMA.
<u>ENQUIRIES</u>	: Mr C Greve Tel No: (012) 336 8402
<u>APPLICATIONS</u>	: All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	: The Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.
<u>POST 23/97</u>	: <u>OFFICE MANAGER REF NO: 180725/04</u> Branch: Water Resource Management Cd: Office of the DDG
<u>SALARY</u>	: R468 459 per annum (Level 09)
<u>CENTRE</u>	: Pretoria Head Office
<u>REQUIREMENTS</u>	: A relevant NQF level 6 qualification. Five (5) years' experience in general administration and office management environment. The disclosure of a valid

		unexpired driver's license. Knowledge and understanding of applicable public service policies and strategies. Basic financial management and knowledge of PFMA. Knowledge in secretarial duties and administrative procedures. Computer literacy. Sound organizational skills. Good people management skills. High level of reliability. Good communication, presentation and report writing skills. Ability to act with fact and discretion. Knowledge of dispute resolution process. Understanding of legislative and policy frameworks governing the sector. Knowledge of project management and administration. Accountability and ethical conduct. Client orientation and customer focus.
<u>DUTIES</u>	:	Manage and coordinate the flow of information within the office of DDG. Render administrative support services: Procurement of goods and services, ensure that assets register is updated, assist with the coordination of monthly, quarterly and annual reports. Quality assurance of documentation and remain up to date with prescripts, policies and procedure applicable to work terrain to ensure efficient support to the Office. Ensure meeting of timelines/deadlines to requests. Ensure effective records management system for all submissions and correspondences. Arrange / organise workshops and meetings and preparation of meeting packs. Manage queries of the office of the DDG including Parliamentary Questions, Referrals etc. Management of financial and human resources and ensure timeous processing of DDG's claims, travel requests etc. Assist during the compilation of budget in line with MTEF, PFMA, advice and facilitate the process of budget projection with all the project managers / Directorates within the Branch. Attend and support the DDG at meetings.
<u>ENQUIRIES</u>	:	Ms Mahadi Mofokeng Tel No: (012) 336 6560
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 23/98</u>	:	<u>SENIOR PERSONNEL PRACTITIONER REF NO: 180725/05</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Bellville/Worcester (Western Cape)
<u>REQUIREMENTS</u>	:	A National Diploma / Degree in Human Resource Management or relevant qualification. Three (3) to five (5) years' experience in Personnel Management matters. One (1) to two (2) years supervisory experience. Extensive working knowledge of PERSAL. Knowledge of the Public Service Act, Public Service Regulations, and relevant Policies. Computer literacy. Knowledge of administrative procedures, basic financial management and knowledge of PFMA. The disclosure of a valid unexpired driver's license. Disciplinary knowledge of Human Resources, Problem solving and Analysis.
<u>DUTIES</u>	:	Execution of financial administration. Rendering of administration of procurement of goods and services of the component. Maintenance of data base and draw relevant reports in relation to implement Human Resource Management Policies. Facilitate the implementation of Human Resource policies, strategies, procedures and practices on Recruitment and Planning, PMDS, policies, HRD, Employee Relations. Provide Human Resources information and knowledge management services. Maintenance of database and raw relevant reports in relation to implementation of Human Resources Management policies. Facilitate implementation of Human Resources policies, strategies, procedures and practices on Administration of leave absence of in the public Service, Leave Auditing, Termination of Services (Pension Case Management System), Housing allowance, Long Service Recognition, Records Management (HR Registry), Recruitment and Selection. Provide Human Resource information and knowledge management services. Management and Supervision of own supervisees.
<u>ENQUIRIES</u>	:	Mr. CS Nzimande Tel No: (041) 508 9719
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 23/99</u>	:	<u>SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: 180725/06</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
<u>SALARY</u>	:	R397 116 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	: Gqeberha (Port Elizabeth)
	: A National Diploma / Degree in Financial Management. Two (2) to three (3) years' experience in financial matters. Practical experience on SAP system and WARMS system. The disclosure of a valid drivers license. Knowledge and understanding of financial Legislation, policies, practices, and procedures. Knowledge and understanding of financial prescripts such DORA and PFMA. Knowledge of Finance system SAP and PERSAL. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct.
<u>DUTIES</u>	: Management of the Entire budget process, from preparing monitoring and evaluation. Compiling and capturing of trading account budget. Fund shifting of budget allocations. Assist with tariff calculations. Processing, capturing and/or authorizing payments to customers on the SAP system, Perform Payroll Functions, Capturing and/or Authorizing staff claims on PERSAL system. Management of reporting including accruals and commitments, 30 days creditors' reports etc. render professional advice and guidance to Cluster line functionaries on the interpretation and implementation of financial procedures and policies. Address audit queries and implement corrective measures. Prepare monthly and quarterly reports. Supervision of employees and training of subordinates. Approval of WTE sundry payments and Supply Chain payments on SAP. Monthly Management Accounting Reporting on budget expenditure. Approval of journals. Facilitate risk assessments for each Division and update risk registers every quarter. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeless. Ensure timeous development of job description and implementation of Work Plans (Performance Agreements) and Personal Development Plans (PDP's) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. NA Khan Tel No: (041) 508 9725
	: All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 23/100</u>	: <u>CHIEF SECURITY OFFICER REF NO: 180725/07</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
<u>SALARY CENTRE REQUIREMENTS</u>	: R325 101 per annum (Level 07)
	: Gqeberha (Port Elizabeth)
	: A Senior / Grade 12 certificate and Security Certificate. A valid 3 Firearms SAPS Competency Certificates. Private Security Regulatory Authority. Security Grade B Certificate. Three (3) to (5) five years supervisory experience in a security environment. The disclosure of a valid drivers license. Strategic and operational plan on security management. Computer literacy and skills in MS Office Software package. Knowledge of prescribed security legislation e.g., MISS, MPSS, Protection of Information Act, etc. Knowledge and experience of emergency procedures Policy implementation. Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Knowledge of emergency procedures. Knowledge in Occupational Health and Safety (OHS). Riot control and first aid competencies. Monitoring and evaluation principles. Research procedures and techniques on security issues. Good communication and listening skills. Interpersonal, and leadership skills. Accountability and ethical conduct. Investigation, and problem-solving skills.
<u>DUTIES</u>	: Implement security policies in line with relevant acts and National directives as determined by National Bodies. Manage total security functions (Private Security Service Providers according to Service level agreement (SLA) to Implement security policies in line with the relevant acts and National directives. Ensure security measures are in place and implemented properly. Promote safety & Security awareness in working environment. Ensures adequate support to subordinates. Ensures a culture of innovation and performance. Develops and implements a performance improvement suggestion scheme. Advises top management, as well as relevant sector

bodies, on policies and strategies relevant to the section. Communicate effectively with stakeholders in the sector about the functions of the section. Ensures safety working environment. Implement security measures for the Department. Security policies implemented. Conduct risk analysis and security appraisals for National and Provincial Offices installations. Liaise with State Security Agency (SSA), South African Police Services (SAPS), other security agencies and DWS National Security Manager Develops strategic plan for the section. Ensure that security policies and safety rules are observed in a working environment. Analyse working environment situation. Implement safety measures for the officials. Distribution of emergency procedures and fire safety programmes. Manages Human Resources within the section. Manages the development of individuals in subordinate positions. Ensures that HRD policies are applied for all staff members within the section. Strategic and operational management plans. Updated operational policy standards. Monitoring of security operations within the office responsibility. Promotes awareness programmes. Assists in Institutional Business planning support, appraisal, and monitoring. Liaise with fire Department regarding emergency procedures. Conduct the Security inspection. Assists with the promotion of health and safety programmes. Co-ordinate security training. Implement Security Systems that will improve safety & security awareness. Updated operational policy standards. Collaboration with stakeholders' safety measures. The investigation of all incidents that have occurred in the office and liaise with police where possible. Ensure equipment is available to ensure safe environment during emergency. Conduct investigations on theft. Analyse risk management. Implement safety measures for the officials in the Department. Compile monthly reports on OHS environment. Conducting of security appraisals and risk analysis in conjunction with Head office. Updated operational policy standards. Monitoring and evaluation reports. The rendering of security awareness programmes at all installations within the Department. Assists in the Basic implementation of security policy. Assists in the development of appropriate maintenance procedures through Best Practice. Assists in the organising and facilitation of workshops to create awareness on policies and guidelines in the Cluster. Manages the facilitation of best practice learning in the country. Attends to ad hoc queries pertaining to Security, OH and Safety programmes from both internal and external clients. Administers HRM, HRD and EE plan reports and submissions. Manages all admin functions within the section. Provides logistical support. Collaboration with stakeholders. Integrated knowledge management. Coordinate Security in events within the province in accordance with The Safety at Sports and Recreational Events Act 2 of 2010 (SASREA). Coordinate Vetting of personnel and Service providers in the Cluster. Appointment is on condition of a positive security screening.

**ENQUIRIES
APPLICATIONS**

: Mr CS Nzimande Tel No: (041) 508 9719
: All applications to be submitted online on the following link:
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POST 23/101

: **SUPPLY CHAIN MANAGEMENT CLERK PRODUCTION REF NO:
180725/08**
Branch: Infrastructure Management: Southern Operations
Dir: Operations Southern

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 per annum (Level 05)
: Bellville
: A Senior/ Grade 12 certificate. Basic knowledge of Supply Chain functions, practices as well as the ability to capture data, operate a computer and collecting statistics. Basic knowledge of work procedures in terms of the working environment. Working knowledge and understanding of legislation governing the Public Service. Flexible and ability to work in a team. Problem solving and analytical skills. People and diversity management. Client Orientation and Customer Focus. Good communication skills both verbal and written. Accountability, integrity, honesty and ethical conduct. Must be able to work under pressure.

DUTIES

: The successful candidate will be responsible for rendering demand and acquisition clerical support. Update and maintain contracts register. Capture quotations on the system. Provide secretariat functions. Render logical support services. Place orders for goods. Receive requests for goods from end users. Maintain quotations register. Receiving delivers from suppliers and capture

good receipts on the system. Update invoice register and process payments on SAP system
Ms. N Gqiba Tel No: (021) 941 6125
All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>