

The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Forestry, Fisheries and the Environment (DFFE) and is governed by a Board. The organisation is an authoritative voice for weather and climate related services in South Africa and is a member of the World Meteorological Organisation (WMO) to fulfil a range of international obligations of the government. South African Weather Service (SAWS) strives to be a Weather and Climate Centre of Excellence providing innovative solutions to ensure a weather-smart region, sustainable development and economic growth.

The South African Weather Service (SAWS) is therefore seeking to appoint an efficient and enthusiastic person to undertake the role of:

Senior Logistics Officer

Paterson Grade: C3

Salary total package: R354 136 – R477 773

Centre: Centurion

(Ref. WS03/072026)

Job summary: To ensure effective and efficient Logistics and Inventory Management services to the organization while ensuring compliance in order to manage risk.

Key Performance Areas:

Logistics Management

- Receive requisitions with quotations and relevant documents received from the Acquisition Unit properly checked for compliance with SCM policies and procedures.
- Purchase orders generated accurately on the ERP System, approved as per delegated authority, and copies mailed to suppliers/service providers (after checking/approval by supervisors) ensured.
- Receive goods and check against original purchase orders and in event of technical goods ensure that it is checked by the end user as well.
- Capturing invoices for goods and services received on the ERP system.

- Follow up on outstanding orders with suppliers/service providers, and the informing of internal stakeholders on the delivery status of goods ensured.

Inventory Management

- Stock Requisitions checked for compliance and accurately captured on the ERP system.
- The correctly issuing out of stock from the requisition and bin card in the warehouse.
- Manage and maintain the issue and receipt register.

Capturing Invoices

- Receive and capture signed and approved tax Invoices and supplier evaluations received for
- goods delivered checked for compliance and correlation with the suppliers' quotation and
- Purchase order.
- Tax Invoice accurately captured on the ERP System.
- Documents prepared and sent to Supervisor for reviewing/checking.

Records Management and Reporting

- Proper recordkeeping and filing in Logistics always ensured.
- Accurate weekly/ monthly and quarterly reporting as required provided timeously (Commitment and inventory report).

Required Minimum Education / Training

- National Diploma in Supply Chain Management, Purchase Management, Logistics Management,
- Finance (NQF6) or equivalent.
- Supply Chain Management Membership/Professional Affiliation Preferred.

Required Minimum Work Experience

- A minimum of 2 years of purchasing experience.
- A minimum of 3 years 'relevant experience in Public Sector Supply Chain Procurement, with 2 years in ordering and advanced excel experience.
- Code 8 or 10 driver's license and must be able to drive.

Technical and Behavioral Competencies Required

Technical

Knowledge and understanding of:

- Excel
- Word
- ERP System
- Verbal Communication
- Written Communication

Behavioral

- Compliance
- Diligence
- Efficiency
- Honesty

Living SAWS Values

- Integrity
- Collaboration
- Solution-orientated science
- Passion for service excellence

Enquiries for the above-mentioned positions must be directed to: Ms. Portia Takalani, at Tel. (012) 367 6764.

Register as user on our website using this link: <https://www.weathersa.co.za/home/vacancies> to apply for the above position and upload your (Comprehensive CV with certified copies of qualifications).

Closing Date: 03 August 2026

Important Information for Applicants:

- Recruitment agency submissions will not be considered.
- Applications must include a CV in PDF format.

Preference will be given to People living with disabilities in line with SAWS EE targets. This is an EE-designated position, and preference will be given to African males and females, Indian males and females, and Coloured females. Correspondence will be limited to short-listed candidates only. Candidates who have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Weather Service is an equal opportunity employer.



Record Reference

HCM-ADVERT- Senior Officer: Logistics and Inventory Management