

# SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

**POST :ASSISTANT ADMINISTRATION OFFICER:  
TENDER ADMINISTRATION.**

**CENTRE : Bloemfontein Regional Office 2012/34A  
Mthatha Regional Office 2012/34B**

**SALARY : R 121, 290.00 per annum**

**REQUIREMENTS:** A National Senior Certificate/Grade 12 Certificate or equivalent qualification. Relevant working experience in Procurement /Supply Chain Management (Three year qualification will be an added advantage). Knowledge of Supply Chain Management Framework, the PFMA and Treasury Regulations, PPPFA, Prescripts on CIDB and understanding of Advertising process, Suppliers Database Management , Scheduling of the Bid Committees and perform secretarial duties and Reporting at Regional level, Good communication skills (written and verbal) Knowledge of government procurement systems, Computer literacy (MS Office packages). Strong communication at regional level. People management, Organisational management, Performance management and Relevant research skills. Knowledge and application of relevant procurement legislation \ policies.

**DUTIES:** Compile reports , conduct internal procurement research and provide advisory support to Project Managers, Works Managers and Project Leaders on procurement processes on Built Environment (Capital & Maintenance) , Asset Management (Leasing, Acquisitions and Disposal). Ensure adherence to prescripts in all submissions to Supply Chain Management Committees. Supervise Supply Chain Management processes (Advertising, Database Administration), Supervise and Manage staff work performance. Custodian for all records of awards approved by Supply Chain Management Committees. Perform any other assigned duties in relation to the implementation of the supply chain management.

**ENQUIRIES : Mr D Van Niekerk, Tel (051) 400 8700**

**ENQUIRIES : Mr A Ngqongqo Tel (047) 502 7003**

**POST : ASSISTANT ADMINISTRATION OFFICER: ROVISIONING  
PROVISINING AND LOGISTICS**

**REF NO : 2012/35**

**SALARY : R121, 290.00 per annum**

**CENTRE : Bloemfontein Regional Office**

**REQUIREMENTS:** A National Certificate/ Grade 12 Certificate or equivalent qualification. Relevant working experience in Provisioning Administration. Knowledge of MS Word, Excel. Good verbal and written communication skills. Ability to work under pressure. Knowledge of LOGIS processes and procurement procedures.

**DUTIES :**Check and capture requests on LOGIS with regard to goods and services. Ensure that all procurement practices are in accordance with Provisioning prescripts and delegations. Complete and capture request memos and procurement advices for ordering of goods and services. Follow-up outstanding orders. Monitor delivery of goods and services. Obtain quotations for goods and services. Maintain supplier's database. Capture payments on Logis Procurement Integration. Payments for Day to Day Maintenance orders.

**ENQUIRIES:** Ms. E Venter Tel (051) 408 7457

**POST: ASSISTANT ADMIN OFFICER: SUPPLIER REGISTER (X2POSTS)**

**REF NO : 2012/ 36**

**CENTRE : HEAD OFFICE (PRETORIA)**

**SALARY : R121,290.00 per annum**

**REQUIREMENTS:** A National Senior Certificate /Grade 12 Certificate. A recognized tertiary qualification would be advantageous. Relevant working experience in Procurement and /or Database. Knowledge and thorough understanding of Public Finance Management Act, PPPFA Act, Supply Chain Management Framework (National Treasury), Public Service Act. Analytical ability, strong communication skills, both (written and verbal) Advance computer literacy skills (MS Word, Excel, and PowerPoint). Knowledge of Proquote software advantageous.

**DUTIES :** Manage the registration of suppliers. Capturing, screening and processing of applications. Ensure the registration of credible suppliers within acceptable time frames. Assist with on-line applications processing. Correctly advice and support applicants regarding registration requirements and processes. Maintain the database as data changes occur. Filling. The Assistant Admin Officer: Supplier Register is responsible to support the operation and implementation of the Supplier Register for the effective and efficient appointment of service providers through the Supply Chain Management System.

**ENQUIRIES : Ms. S Mahlangu (012) 406 1794**



**public works**

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA

**POST :ASSISTANT ADMIN OFFICER: PAYMENTS(PROVISIONING)**

**REF NO : 2012/37**

**SALARY : R121, 290.00 per annum**

**CENTRE : Polokwane Regional Office**

**REQUIREMENTS:** A National Senior Certificate /Grade 12 Certificate or equivalent qualification with appropriate experience in Payments. An appropriate National Diploma/Degree will be an added advantage. Record keeping skills, communication skills and good interpersonal skills. Knowledge of the following: PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA).

**DUTIES:** Receive original invoices and copy of delivery note from the supplier and transit to capture on LOGIS. Capture and re-authorise all payments to be made to the supplier. Capture any credit notes received from suppliers on the system and authorisation of it. Capture any disallowances on invoices received from suppliers on the system. Capture any memo received from Treasury for backdated price increases and the pre-authorisations. Forward the relevant documents to financial delegate for final authorisation of payments. Ensuring that relevant approvals are obtained before any advanced payments are made to suppliers. Make enquiries on invoices, credit notes, disallowances, back dated price increases and payments sent through to the financial system and re-submit transactions.

**ENQUIRIES : Ms. NR Shikwambana Tel: (015) 291 6300**

**POST : DRIVER: LOGISTICAL SERVICES**

**REF NO : 2012/38**

**SALARY : R84, 483.00 per annum**

**CENTRE : Head Office (Pretoria)**

**REQUIREMENTS:** A National Senior Certificate/Grade 12 Certificate or equivalent qualification. A valid driver's license .Relevant working experience in driving and vehicle inspection. Knowledge of transport related transcripts. Knowledge of Pretoria and its vicinity areas and have the following skills: Communication, planning, Time Management and good interpersonal relations. He/she must be hard working, trustworthy, accurate and willing to work overtime.

**DUTIES :** Report all damages on fleet vehicles on a daily basis. Ensure that repairs, maintenance and service schedules are completed. Attend to the cleanliness of fleet vehicles. License fleet and departmental vehicles and renewal of licenses. Perform administrative duties within the Transport Office. Collect post, parcels and documentation and deliver to specified persons/destinations. Ensure proper control over the movement of documents Drive Departmental officials, clients, and visitors as may be requested. Perform inspections on vehicles on a daily basis.

**ENQUIRIES : Mr H Chepape, Tel (012) 406 1455**

**NOTE:** The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the public service through the filling of these posts and person whose appointment will promote representativity will receive preference. An indication by candidates in this regard will facilitate the processing of application. If no suitable candidate for the unrepresented group can be recruited, candidates from the represented group will be considered. Applications must be submitted on a signed Z83, Obtainable from any public service department, and must be accompanied by a comprehensive CV and recently certified copies of qualification and identity document. Applications not complying with the above will be disqualified. **No faxed or emailed applications will be accepted.** NB: It will be the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that your appointment is subject to verification of qualification and a security clearance. Applications for all posts must be sent to

**ALL BLOEMFONTEIN REGIONAL OFFICE APPLICATIONS :**The Regional Manager, Department of Public Works, Private Bag X 2060, Bloemfontein, 9300 **Or hand deliver at 18 President Brand Street, Bloemfontein. 9300. ATTENTION:** Mr. T Mofokeng.

**ALL HEAD OFFICE APPLICATIONS:** The Director General, Department of Public Works, Private Bag x65 Pretoria, 0001 or Hand Delivered at Central Government Office, Corner Vermeulen & Bosman Pretoria.

**ALL MTHATHA REGIONAL OFFICE APPLICATIONS:** The Regional Manager, Department of Public Works, Private Bag x5007, Mthatha, 5099 or Hand Deliver to PRD2 Building, Sutherland Street, Mthatha. Attention : Ms N Tyusha.

**ALL POLOKWANE REGIONAL OFFICE APPLICATIONS :**

The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. **ATTENTION : Mr. NJ KHOTSA**

**CLOSING DATE: 30 MARCH 2012**

People with disabilities are encouraged to apply

