



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNP/20231102/1248
Advert Reference Number:	PMMH/SCMP/L&W/03/2023
Job Title:	SUPPLY CHAIN MANAGEMENT PRACTITIONER (LEVEL 7) - LOGISTICS & WAREHOUSE
Job Level:	7- OSD
Vacancy Type:	Internal & External
Salary:	294 321.00 343 815.00
Department:	KZN HEALTH
Component:	PRINCE MSHIYENI REGIONAL HOSPITAL
Employment Type:	Permanent
Center:	PRINCE MSHIYENI HOSPITAL- LOGISTICS AND WAREHOUSE
Number Of Posts:	2

Duties/Responsibilities:

Manages stores or warehouse where all stocks are kept.
 Receive and analyze requests for required goods and place orders for items which are not held in stock.
 Verify all received goods for quality and quantity against ordering documents and make a follow up if the delivery conditions reflected on the order form are not complied with.
 Supervise and undertake logistical support services.
 Check, place and verify orders for goods.
 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.
 Maintain goods register.
 Update and ensure the maintenance of the register of suppliers.
 Ensure that all stocktaking of all assets in stock is conducted at least once a year.
 Ensure integrated Human Resource Management
 Ensure implementation of policies relating to your area of responsibility and comply with the National Core Standards
 Ensure timely submission of credible SCM in year reports as prescribed from time to time
 Supervise human resources/staff. Allocate and ensure quality work/ Personnel development / Assess staff performance/ Apply discipline

Qualifications and Experience:

Qualification: Degree/ National Diploma in Supply Chain Management/ Cost & Management Accounting/Financial Management/ Financial Accounting/Taxation/Public Management/ Public Administration/Business Management/Business Administration/Auditing
 Experience: 1-2 years clerical/ administrative experience in Supply Chain Management division.

Essential Knowledge, Skills and Competencies Required:

Knowledge of all SCM prescripts applicable to your work environment
 Proven knowledge of Stores and Warehouse Management of the public health facility
 Knowledge of Public Finance Management Act and Treasury Regulations
 Knowledge of Human Resources Management prescripts applicable to your work environment
 Computer Literate with proficiency in MS Office Software Application and BAS
 Project Management Skills will serve as an added advantage
 Ability to adhere to policies and practices/ ability to keep abreast of work related developments
 Ability to apply technical/professional knowledge and skills in immediate work area

Additional Information

OTHER BENEFITS: 13th cheque Medical Aid (optional), Housing Allowance (conditions apply).
 Valid EB Driver's License (Code 8)
 Experience in a hospital environment will be an added advantage

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 24 Nov 2023

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a)The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b)If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c)Applications received after the closing date will not be considered.
- d)Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e)Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f)Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g)It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h)Only candidates who meet the requirements may apply.
- i)Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j)Applications from Recruitment Agencies will not be considered.
- k)Applications sent to incorrect email address will not be considered.
- l)The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m)The appointed candidate shall be required to sign a performance agreement.
- n)Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o)The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.