



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20260713/4373
Advert Reference Number:	SCM CLERK: PROVISIONING
Job Title:	SCM CLERK: PROVISIONING
Job Level:	5
Vacancy Type:	Internal & External
Salary:	R 237 453 - R 279 708 PER ANNUM
Department:	KZN ECONOMIC DEVELOPMENT TOURISM AND ENVIRONMENTAL AFFAIRS
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	PIETERMARITZBURG
Number Of Posts:	1

Duties/Responsibilities:

The incumbent will be required to: . Provide clerical support to SCM provisioning; . Provide clerical support on evaluation of quotations and preparation of recommendations of awards; . Adhere to acquisition policies and procedures; and .Provide clerical assistance in preparing the monthly report for provisioning activities.

Qualifications and Experience:

The ideal candidate must possess an appropriate Grade 12/Matric Senior Certificate in Accounting, Mathematics, and English, coupled with a basic understanding of the SCM environment.

Essential Knowledge, Skills and Competencies Required:

The successful candidate must have a good working knowledge of Public Finance Management Act and Treasury Regulations; Knowledge of The Broad-Based Black Economic Empowerment Act, The Relevant Practice Note, Project Management; Supply Chain Management framework and Principles; Batho Pele principles; Code of Conduct for SCM Practitioners; Constitution of the Republic of South Africa; Departmental procurement procedures; Public Service Act, and Relevant SCM Instruction Notes. Skills: Computer literacy Skills; Interpersonal Relations skills; Time Management skills; Organizing & Planning skills; Language Proficiency, listening skills, Communication skills (verbal and written), Presentation skills, Analytical skills, Report writing, Time Management skills, problem-solving skills, Negotiation skills, Research skills, Conflict management skills, Driving skills. Attributes: Teamwork, Honesty, Responsibility, Reliability, Accuracy, Correctness, Initiative, Innovative thinker, and Quality of Work.

Additional Information

NB: ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT. PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ENQUIRIES: Ms. Ntsepiseng Molefe TEL NO: 060 564 1286

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

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).

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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.