

# Do you have Grade 12 Certificate, N3 Certificate or Abet level 4 ? this is for you

PRINCIPAL PROVISIONING CLERK (REF: 3/2/1/2018/028) Office of the Registrar of Deeds SALARY : R226 611 per annum (Level 7) CENTRE : Mthatha

REQUIREMENTS : Grade 12 Certificate, N3 Certificate or Abet level 4. 3 years experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work producers in terms of the working environment. Planning and organisation skills. Computer literacy (SCM Systems). Interpersonal relations. Flexibility. Communication skills (Verbal and written). Team work. Working under pressure. Meeting deadlines.

DUTIES : Supervise and render assets management clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise and render demand and acquisition clerical services. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts

conclusions. 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. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

APPLICATIONS : The Department of Rural Development and Land Reform has launched the Erecruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>