



POST OW-PA: PROCUREMENT ACCOUNTANT (PERMANENT POSITION)

SALARY: (TOTAL COST TO COMPANY)

CENTRE: OVERBERG WATER BOARD, SOMERSET WEST, WESTERN CAPE.

Overberg Water is a Water Board established in terms of section 28 of Water Services Act, (No 108 of 1997) and is classified as Government Business Enterprise as per Schedule 3B of the Public Finance Management Act (No. 1 of 1999) as amended.

Procurement Accountant will be responsible for all the procurement for Overberg Water undertake and will be reporting directly to the Senior Manager: Supply Chain Management. The successful candidate will be required to lead and manage the following functions but not limited to: To assist line managers with the compilation of RFQs and RFPs documents for approval and publication. Arrange the briefing sessions and information session for tenders and quotations. Create and place purchase orders with successful suppliers. Follow up on outstanding purchase requisitions. Assist with purchasing and account queries as well as follow ups for deliveries of goods and services. Track purchase order status and changes; initial commitment dates; follow up on changes and resolves client issues. Liaise with end users regarding specific requirements. Assists the Senior Manager: SCM to compile procurement reports on a weekly basis/ad-hoc basis or other interval as determined by management. Liaise with Accounts Payable department in expediting invoice payments for suppliers. Assist in the analysis of procurement costs and identification of opportunities that cost savings. Provide administrative support to the Supply Chain Manager as and when required. Provide secretarial support to Bid Committees. Compile the bid evaluation reports and the minutes for the SCM Meetings/Committees. Administer filing system, both physical documents and electronic data bases for external and internal Audit. Prepare and distribute internal communications for general information using email and information boards for the section as directed by management. To ensure improved customer satisfaction and improved service delivery.

QUALIFICATIONS AND EXPERIENCE

Degree/B-Tech in: Finance/Commerce/Supply Chain /Logistics (NQF 7) and 3 years in Procurement / Supply Chain Management in the public sector, computer literacy and driver's license (Code B) is required.

COMPETENCIES

Problem solving skills, Business acumen, Report writing, Strong customer service focus, Excellent communication skills, Strong networking and consultation skills, Collaboration and team player, Willingness to learn across all functions,

PLEASE TAKE NOTE:

Applicants must submit a comprehensive CV, certified copies of qualifications, Identity Document. Please forward your application quoting the relevant reference number. No late applications will be accepted. Overberg Water Board reserves the right not to fill the position.

Interested candidates can forward an application with all of the necessary documentation to recruitment@overbergwater.co.za before 17h00 on Monday, 15th of February 2021.

If you have not heard from us within thirty (30) days of the closing date, please accept that your application was unsuccessful. Overberg Water is committed to Employment Equity and persons from the designated groups will receive preference.

OVERBERG WATER

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