



## **NORTHERN CAPE PROVINCIAL ADMINISTRATION PROVINCIAL TREASURY**

**DIRECTORATE: FINANCIAL MANAGEMENT**

**POST: SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS (X1)**

**REFERENCE: NCPT/2019/10**

**CENTRE: KIMBERLEY**

**SALARY: R 163 563.00 – R 192 666.00**

**LEVEL: SR: 5**

**REQUIREMENTS:** National Senior Certificate, 0-1 year's relevant experience in an SCM environment. Driver's license will be an added advantage.

Knowledge of the Supply Chain Management policies and prescripts, Preferential Procurement Act and Public Finance Management Act. Understanding of Logistics Management and Financial Management. LOGIS and BAS will be an added advantage. Good verbal and written communication skills, organizing skills, analytical skills, decision making skills, problem solving skills, facilitation skills, computer literacy ( Ms. Word, Excel, PowerPoint ).

**KEY RESPONSIBILITIES:** The successful candidate will inter alia be responsible for the following: Capture Payments of Invoices on Logis. Receive the original invoice and delivery notes from suppliers to capture on Logis. Ensure correctness of invoices before payment on Logis. Apply correct allocation at all times. Capture all payments to be made to the suppliers. Capture any credit notes / disallowances received from suppliers on Logis. Forward the relevant documents to the finance section for final authorization of payments. Capture Disallowances on invoices received from suppliers on the system. Reconcile Suppliers Statements. Do enquires on invoices, credit notes, disallowances, and payments sent through to financial systems and re-submit transactions. Handle payments queries. Forward proof of payments to suppliers. Monthly reconciliation of supplier's statements. Authorizing of Requisitions on Selection (PAAP). Verify that all supporting documents are attached before authorization requisition on selection (PAAP). Ensure correct procurement advices (PA's) are attached to requisitions.

**ENQUIRIES: Ms. NE Lethuli (053 830 8338)**

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. It is our intention to promote representivity (race, gender and disability) through the filling of these posts, and candidates whose appointment/promotion/transfer will promote representivity will receive preference.

**NOTE:**

Applications must be submitted on form Z83, obtainable from any Public Service department, which must be originally signed (an unsigned or scanned Z83 form will disqualify an application). The application should be accompanied by a recently updated comprehensive CV as well as originally certified copies of all qualifications (matrix certificate must also be attached) as well as an ID Document and Driver's license. Non-RSA citizens/Permanent residents permit holders must attach a copy of their Permanent Residence Permit to their application. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The specific reference number of the post must be quoted; Failure to submit all the requested documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications, or applications received after the closing date will be disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The department reserves the right not to make appointments to the advertised posts. Women and persons with disabilities are encouraged to apply. No faxed applications will be considered.

**POST TO:**

The Human Resource Manager  
Northern Cape Provincial Treasury  
Private Bag X5054  
Kimberley  
8300

**HAND DELIVER TO:**

Metlife Towers  
Cnr Knight & Stead Street  
5<sup>th</sup> Floor  
Kimberley

**For Attention: Ms D Barnett**

**CLOSING DATE:**

**05 April 2019**

**Please note suitable candidates will be subjected to a satisfactory personnel suitability check (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply.**