



Provisioning Administration Clerk (OC09/2022)

Salary: R 176 310 per annum (Total package of R 302 136 per annum/
conditions apply)

Centre(s): Cape Town (Waterfront)

Requirements:

- A Grade 12 certificate.
- Knowledge of public services regulations, warehouse operations, Public Finance Management Act (PFMA), planning and organising skills, literacy skills, computer skills, communication skills, Hyster forklift driving.
- Ability to communicate with people at different levels.
- Ability to apply policies.
- Ability to work individually and in team.
- Good interpersonal relations skills.
- Ability to work under extreme pressure.
- Ability to work with difficult persons and to resolve conflict.
- Initiative and creativity.

Duties:

- Render logistical support to the South African National Antarctic Programme (SANAP) warehouse.
- Accurate receiving and checking of all incoming deliveries for the SANAP warehouse.
- Assist with accurate dispatching of all stock and supplies.
- Assist team with packing and receiving of their personal goods.
- Check all packages for signs of insects or any sort of vegetation. Proper packing of all supplies for annual relief voyages to South African National Antarctic Expedition (SANAE) and islands.
- Safe and proper sealing of all packed cargo containers.
- Separating of food and cleaning material in preparing for specific islands such as Marion Islands into the nine (9) huts groupings.
- Seal all food bins by taping the lids to the actual bin packing of food bins into the containers. Bubble wrap glass food products and pack it into containers. Packing of other supplies such as oil, medical, cleaning material, and recreational equipment if necessary.
- Provide administration support for the SANAP warehouse.
- Keep written record of all items packed on spreadsheet and on outside of bins with white marker/ other suitable labelling.
- Verify items packed are correct with order and sort grouping same type of products then numbering sequentially.
- Check all handwritten list and compare with orders.
- Assist to maintain the filing system for the SANAP warehouse.
- Liaise with role players within SANAP; engage with management, team members and service providers with regarding returning the teams personal belongings to their homes or other arrangements luggage to be transported.
- Handle queries with under and over supply of stock and supplies; handle queries regarding repairs to containers and other equipment.
- Provide support with forklift operations; ensure all inspections is done before and after forklift is operated.
- Safe handling of containers, pallet loads and over dimensional loads; safe sorting, stacking and storage of containers; assist with the safe loading/unloading of trucks

and ship; assist with the safe and accurate assessment of all containers/equipment, etc. when required; safe and Accurate weighing of packed cargo containers and other supplies. Obtain necessary officially authorised trip authority prior to trips. Do all necessary pre trip checks.

- Transport of goods and or people from one destination to the other.
- Obtain the necessary documents, goods and/or info on people to be delivered/transported prior to departure.

Enquiries: Mr N Devanunthun
Tel: 021 405 9482

For attention: Human Resource Management

Closing date: 27 June 2022

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- All applications must be submitted on a signed **new Z83 application form** (*click bold underlined text to download PDF form*) accompanied by a recent detailed curriculum vitae to be considered.
 - Please note that ***should you not use the newly amended Z83 and completed, initialed and signed in full, the department reserves the rights to disqualify your application.***
 - **Applications may be forwarded to:** The Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town. **Marked for attention:** Human Resources Management.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
 - The National Department Forestry, Fisheries and the Environment, is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply.
 - Correspondence will be limited to successful candidates only.
 - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: criminal records; citizenship status; credit worthiness; previous employment (reference checks); social media checks, and qualification verification.
 - Short-listed candidates will be expected to avail themselves at the department's convenience.
 - **Entry level requirements for senior management service (SMS) posts:**
 - In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants.
 - The course is available at the NSG under the name "certificate for entry into SMS" and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>
 - Shortlisted candidates must provide proof of successful completion of the course.
 - Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
 - Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA directive on the implementation of competency-based assessments.
 - The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
 - The department reserves the right not to make an appointment.
 - If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.