

# ERRATA!!!

Please be advised of amendments to the following vacancy, with regards to the **post requirements**, that appeared in the City Press/Rapport of 21 May 2023 as follows:

POST	STATION	REFERENCE	CONTACT PERSON
Senior Administration Officer – Logistics Management SL8	Kimberley	HO/LOGISTICS/SAO/05/2023	Acting Director Mr J. Senakgomo

## INITIAL INCORRECT ADVERT DETAILS

**Post:** Senior Administration Officer – Logistics Management

**Salary Notch:** R359 517.00 – R420 402.00 per annum

**Centre:** Head Office, Kimberley

**Reference No.** HO/LOGISTICS/SAO/05/2023

**Requirements:** \*A recognized appropriate National Diploma or Bachelor's degree (NQF level 6 or 7) in Supply Chain/Logistics Management with at least 3 years work experience in Supply Chain/Logistics Management. Have knowledge of financial systems such as LOGIS & BAS. \*Computer Literacy. \*Understanding the application of Treasury Regulations, PFMA, BBBEE, PPPFA, PP Regulations. Computer literacy. Good written and verbal communication & interpersonal skills. Good organizational skills/abilities. Accuracy & attention to detail.

**Duties:** \*Verify and approve orders on Logis System. \*Verify goods received are in accordance with orders. \*Verify capturing of goods received and relevant information on Logis System. \*Compile payments and submit them for processing to Financial Accounting. \*Respond to Internal & External clients with regards to outstanding payments. \*Perform follow ups on active commitments in 0-9 file. \*Capture monthly records of awarded contracts on Contract Registration Applications

## CORRECT ADVERT DETAILS

**Post:** Senior Administration Officer – Logistics Management

**Salary Notch:** R359 517.00 – R420 402.00 per annum

**Centre:** Head Office, Kimberley

**Reference No.** HO/LOGISTICS/SAO/05/2023

**Requirements:** \*A recognized appropriate National Diploma or Bachelor's degree (NQF level 6 or 7) in Supply Chain Management/Logistics/Finance/Public Administration plus at least two years relevant work experience in Supply Chain Management/Logistics. \*Have extensive knowledge and understanding of LOGIS (Logistical Information System). Knowledge and understanding of Supply Chain Management prescripts such as PFMA, BBBEE, PPPFA, National Treasury Regulations, PP Regulations. \*Good communication (verbal and writing skills), planning, organizing and interpersonal skills. Ability to work independently and under pressure. Computer literacy is essential (MS Word, Excel, and PowerPoint).

**Duties:** Authorize orders on LOGIS Procurement Integration. Maintain 0-9 file, Check requisitions against the quotations before any commitment. Maintain register of outgoing orders to suppliers. Assist in the receiving of goods and services according to the purchase order. Compile monthly expenditure reports. Render administrative support in issues pertaining to Logistics management. Deal with any discrepancies that might arise at your area of responsibility. Perform all other duties that are delegated from time to time.

The department wishes to apologize for any inconvenience this might have caused.

**Please be advised that the closing date for the above mentioned post still remains 02 June 2023 @16h00.**