



## **Erratum: Correction of advertisement**

### **INTERNAL ONLY**

**Position: Supply Chain Clerk (X1)**

**REFERENCE NUMBER: SCC/BLOEM/VCW/04/2024**

**Location: Bloemfontein Office (Free State)**

**Position Type: Permanent**

Kindly note that the above-mentioned advertisement published in the Vaal Central Water website, Vaal Central Water Regions and Social Media platforms on 24<sup>th</sup> April 2024 is hereby corrected to be advertised both **Internal & External**.

The decision has been prompted by several factors that compromised accuracy and aptness in the advert.

A corrected Supply Chain Clerk advertisement, addressing the error is included.

Apologies for any inconvenience this may have caused.

**APPLICATIONS ARE HEREBY INVITED FROM SUITABLY QUALIFIED  
AND EXPERIENCED PERSONS FOR APPOINTMENT IN THE  
FOLLOWING POSITION:**

**INTERNAL & EXTERNAL**

**POSITION:** **Supply Chain Clerk (X1)**  
**REFERENCE NUMBER: SCC/BLOEM/VCW/04/2024**

**LOCATION:** BLOEMFONTEIN OFFICE

**POSITION TYPE:** Permanent

**KEY RESPONSIBILITIES:**

- Provide support with annual revision and maintenance of suppliers, and supplier data base.
- Provide supplementary assistance to departments on service providers on data base.
- Provide support by preparing documents for tender evaluations and bids to Bids Adjudication Committee (BAC)
- Assist with procurement procedures and recording on the system.
- Update and record the BBBEE and tax clearance information.
- Provide support with the distribution of tender documents, contracts, lease agreements and servitudes registers.
- Identify and update vetting of supplier registration details.
- Ensure recording in asset register and bar coding.
- Submission of invoices to finance department and provide secretarial support to the Bid Committees and SCM unit.
- Provide support in compilation, handling and administration of bid/quotation documents, advertisements, opening and closing of RFP's, RFQ's and bids.
- Ensure compliance to confidentiality statements.
- Observe all Health and Safety protocols and procedures.
- All assignments as directed from time to time.

**MINIMUM REQUIREMENTS:**

- Grade 12
- Minimum of 1 year's Supply Chain experience an added advantage.
- Competent in MS Office.



Vaal Central Water is an equal opportunity, affirmative action employer. The intention is to promote representivity in the organization through the filling of vacancies.

**Applications should be sent electronically to email address:**  
[recruitment@vcwater.co.za](mailto:recruitment@vcwater.co.za)

**For enquiries, please contact Verah Zwane on 051-4030800.**

**PLEASE NOTE: (QUOTE THE REFERENCE NUMBER AND FULL NAME OF THE POSITION ON THE SUBJECT LINE OF YOUR EMAIL WHEN APPLYING.)**

Only shortlisted applicants will be contacted. Should you not receive a response within 3 months of the closing date of the advertisement, applicants should consider their applications as unsuccessful.

**Vaal Central Water reserves the right not to fill the post.**  
**Closing Date: Friday 24<sup>th</sup> May 2024**

***(No applications will be accepted after the closing date)***

**APPROVED/~~NOT APPROVED~~ BY:**

**DR L. MOOROSI**  
**CHIEF EXECUTIVE**

2024. 05. 07  
**DATE**