PERSONNEL VACANCY

UMSOBOMVU MUNICIPALITY

Umsobomvu Municipality, with its seat in Colesberg, covering the area of Noupoort, Colesberg, Norvalspont and all commercial farming areas, seeks to appoint properly qualified individuals for the following position:

Post: Clerk: Supply Chain Management

Remuneration: R130 464.00 to R169 344.00 per annum;

Requirements: Qualifications and Experience: Grade 12; Good interpersonal, communication and negotiation skills, Computer literate; Unit Standard 116353 Competency Level in Supply Chain Management will be an added advantage;

Key Performance Areas:

Procedures, Systems And Controls: Communicating with the immediate superior on specific aspects of Supply Chain Management Policy and processes, clarifying understanding and implementation approach, outcomes and performance measures. Aligning information systems, applications, work processes and role boundaries to support functional outcomes related to the stock control, requisitioning, procurement, utilization, etc. Controlling the stock receipting, storage, counting and issuing applications, investigating deviations and the application of correct procedures. Ensure procedural requirements are interpreted and implemented to enable consistent application of the system and process promoting quality and fairness.

Demand Analysis: Interacting to clarify needs analysis with internal departments and investigating/ assessing impacting variables (expenditure, commodity, market/industry). Aligning needs analysis outcomes to budgetary provisions to establish and comment on costs versus allocations. Categorizing applications received from Service Providers/Vendors, referring to regulatory mechanisms and procedural guidelines to differentiate and/ or allocate applications. Ensure requirements are followed to enable planning and alignment of outcomes to meet critical functional deliverables.

Acquisition, Appointment, Contractual Agreements And Disposal: Applying appropriate process and bid systems to solicit responses in the form of quotations from suppliers/ vendors or service providers. Attending to the verification and pre-qualification of persons/companies participating in the bidding process. Execute administrative sequences and mechanisms related to bid documentation, opening, registering, recording and evaluation of bids. Arranging and attending specifications and site meetings to communicate and/ or inform prospective bidders on requirements and specific terms and conditions. Forwarding outcomes to Committees (Evaluation or Adjudication) for assessment, providing input into the purchasing of commodity or ensuring conformance with laid down procedures. Administering concluded contracts, interacting with Departments to establish conformance with specifications, terms and conditions and related legal aspects and informing the immediate superior of non – compliance or conflicting issues requiring remedial action. Applying administrative control procedures with respect to the identification, verification and referral of items for disposal to committees, seeking approval and arranging agreed to mechanisms (sale/ auction). Ensure Supply Chain Management procedures are complied with, contributing to fairness and transparency in the process.

Administration, Registers, Records And Reports: Preparing reports related to specific analysis or investigations, submitting to the immediate superior for approval and forwarding to the respective committees. Attending to document control procedures and, monitoring the status and accessibility of records and registers. Ensure laid down administrative procedures and reporting requirements are followed. Development, maintenance and implementation of a Procurement Data Base.

Authority Of The Post: The post is not permitted to deviate from laid down instructions and departmental guidelines.

Benefits: Normal fringe benefits applicable to local authorities are applicable with regard to permanent posts. Benefits applicable to contract posts are ruled by individual contracts on a Total Cost to Employer basis.

Application Instructions: A comprehensive CV together with certified copies of qualifications and other relevant documentation must be submitted to: The Municipal Manager Umsobomvu Municipality, Private Bag X6, **Colesberg,** 9795 before or on 13 December 2019 at close of business. No faxes or e-mails will be accepted. Should applicants not receive any response within two months after the closing date, please accept that your application has not been successful. Canvassing and/or lobbying of Councillors and or municipal officials will result in the disqualification of an applicant.

A.C. MPELA
Municipal Manager

Notice Nr. 96/2019 Date: 3 December 2019