



PRINCE ALBERT MUNICIPALITY

PRIVATE BAG X53

PRINCE ALBERT, 6930

NOTICE 104/2024 – EXTERNAL VACANCY

Written applications on the prescribed application form are hereby awaited from suitably qualified and experienced candidates for appointment as a:

CHIEF CLERK: SUPPLY CHAIN MANAGEMENT

Post identification number: WC052-1.2.1.6

Directorate: Financial Services

Section: Expenditure Services

REQUIREMENTS

- A relevant 3-year tertiary qualification, preferably a National Diploma or Bachelors Degree in SCM / Logistics / Procurement
- 0 – 2 years' relevant experience
- Computer literacy (MS Office)
- Good Management, Human Relations, Interpersonal & Communication skills;
- Ability to give attention to detail and work under pressure;
- Effective communication skills in at least two of the three official languages of the Western Cape

RECOMMENDATION

- Proven Knowledge and experience of the Financial System (Phoenix);
- A valid driver's license

COMPETENCIES REQUIRED

- Municipal Staff Regulations, Page 720 – Supply Chain Management Competency Framework (Level 1)

KEY PERFORMANCE AREAS

- Capturing information related to supply chain management.
- Processing of new supplier information and registration on the Central Supplier Database (CSD)
- Maintaining bid register and preferred procurement information, extract reports detailing bids on the values.
- Obtaining quotes from suppliers and preparing orders.
- Handle any other matters delegated by supervisor in relation to SCM and knowledge of MFMA.
- Compiling and maintaining supply chain management registers.
- Attend to daily requests for the procurement of goods and/or services

- Handling of formal quotation process.
- Assist in the preparation of monthly reports on the implementation of the Supply Chain Management
- Issuance of orders through the respective procurement system
- The effective and efficient maintenance of the municipal store with adequate stock levels and provision in an organized environment to the various Municipal Departments
- Checking of all stock received by arrival from suppliers, to ensure that the stock has been received in accordance with official orders issued.
- Perform all office administration tasks as required.

SALARY

Task Level 8 of a Category 1 Municipality: **R 199 035.36 per annum**

Normal fringe benefits are applicable to the position: such as pension and medical aid contribution, housing subsidy and a thirteenth cheque after 12 months of employment, subject to Council approved policies.

STATUS OF POSITION

Permanent Position

CLOSING DATE

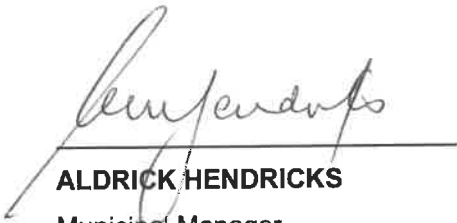
Friday 16 August 2024 at 15h00.

GENERAL

1. Application on the prescribed application form with certified copies of qualifications, curriculum vitae, identification document, drivers license and courses must be posted to: **Mr Abridon Sass – Human Resource Management Department**, 33 Church Street, Prince Albert, 6930, tel 023 541 1036 before or on **FRIDAY 16 AUGUST 2024 at 15h00.**
2. Applicants are encouraged to submit applications to jobapplications@pamun.gov.za .
3. Candidates must be willing to be subjected to a practical test and interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.
4. Queries can be directed as follow:

Job-related enquiries	Mr. David-Leigh Willemse Tel: 023 541 1668 Email: willemsed@pamun.gov.za
Human resource, recruitment and selection process enquiries	Mr. Abridon Sass Tel: 023 541 1036 Email: abridon@pamun.gov.za

5. Prince Albert Municipality is an equal employer and encourage persons with disabilities, persons from previously disadvantage groups and especially women to apply. The Municipality reserve the right to not make an appointment. Canvassing will lead to automatic disqualification. If you do not receive any feedback within 90 days after the closing date, applicants may assume that their applications were unsuccessful.
6. Please note that the following will lead to disqualification:
- 6.1) Non-submission of copies of academic qualifications/records.
 - 6.2) Canvassing of Councillors.
 - 6.3) Submission of fraudulent qualifications and/ or documents.



A handwritten signature in cursive script, appearing to read 'Aldrick Hendricks', is written over a horizontal line.

ALDRICK HENDRICKS

Municipal Manager

26 July 2024