

MOSSEL BAY MUNICIPALITY

Mossel Bay Municipality, an employer committed to equal employment, invites persons to apply for the undermentioned vacancy

SENIOR SUPPLY CHAIN MANAGEMENT PRACTITIONER: ACQUISITION & DEMAND MANAGEMENT (TENDERS): FINANCIAL SERVICES

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- NQF Level 6 Qualification in Supply Chain Management/Accounting/Purchasing & Stock Administration or equivalent
- Knowledge of Procurement and relevant legislation governing Supply Chain Management
- Proficient in at least two (2) of the three (3) official languages of the Western Cape
- Valid Code B driver's license (manual vehicle)
- Computer Literate
- High level of responsibility, attention to detail and the ability to work under pressure
- Four (4) years' relevant experience at a supervisory level
- It will be expected from the successful candidate to enroll for the Minimum Competency Level training in terms of the Municipal Regulations on Minimum Competency Levels, GN R493 of 2007.
- Required to work overtime after normal office hours

KEY PERFORMANCE AREAS

- Coordinate activities and procedures associated with monitoring personnel
- Receive Collaborator requests for new tenders from different departments, allocate tender numbers and capture details in the tender register
- Register requisition on Collaborator for the placement of the advertisement
- Open tender box and bids; upload tender results on the Municipality's website after closure of tender
- Administer bid evaluation committee report for the Bid Adjudication Committee
- Link requirements with available budgets, facilitate all bidding processes and apply demand management system and procedures
- Ensure that the process complies with the Policy and relevant legislation, and report irregularities
- Update tender register, handle enquiries and price increases on tenders
- Administer reporting sequences
- Compile yearly procurement plans of the different departments
- Arrange and attend Bid Evaluation Committee meetings
- Check Bid Evaluation Committee Report of the Bid Adjudication Committee
- Handle queries and objections
- Ensure all information is recorded and kept correctly for auditing purposes
- Update tender register
- Handle queries from departments, bidders and consultants
- Interact and communicate with service providers and internal departments
- Attend to specific administrative recording and reporting requirements
- Attend to specific support applications with respect to the communication of procedural information

SALARY SCALE: R349 692.00 – R453 897.84 per annum (T12)

CLOSING DATE: 8 APRIL 2022

(No applications received after 13h00 will be accepted)

GENERAL:

- Shortlisted candidates may be subjected and required to undergo a theoretical and/or practical test, including a driving skills test.
- *Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the municipality to, and accepted by, the applicant.*
- **Applications in writing on the official application form and accompanied by a comprehensive CV**, which will be regarded as confidential, must be directed to: The Senior Manager Human Resources, P O Box 25, Mossel Bay, 6500. These conditions are compulsory and **failing to comply will automatically lead to disqualification of the applicant.**
- Application forms are available on the Municipal website (<http://www.mosselbay.gov.za/careers-index>) or electronically available from the contact persons mentioned hereunder. Original certified copies of proof of qualifications and other required documentation must accompany the CV and application form
- **Electronic applications may be e-mailed to admin@mosselbay.gov.za.** Successfully shortlisted candidates who applied electronically must provide the **original** certified copies of qualifications and other required documentation on or before the date of the practical test.
- For equity purposes please indicate your race, gender and disability status on the application form.
- Further details are obtainable from Ms N Bouwer or Ms J Ruiters at telephone number (044) - 6065000.
- If applicants are not contacted within 40 days of the closing date, it can be accepted that they were not successful.
- The Mossel Bay Municipality is committed to comply to the requirements of the Employment Equity Act, No. 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

**MR. C PUREN
MUNICIPAL MANAGER**

MOSELBAAI MUNISIPALITEIT

**Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelykheidsindiensneming nooi
persone om vir die ondergemelde vakature aansoek te doen**

**SENIOR VOORSIENINGSKANAALBESTUUR PRAKTISYN:
VRAAG & VERKRYGINGSBESTUUR (TENDERS):
FINANSIËLE DIENSTE**

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- NKR Vlak 6 Kwalifikasie in Voorsieningskanaalbestuur/Rekeningkunde/Aankope & Voorraadadministrasie of gelykstaande
- Kennis van verkryging en verwante wetgewing wat Voorsieningskanaalbestuur beheer
- Vlot in ten minste twee (2) van die drie (3) amptelike tale van die Wes-Kaap
- Geldige Kode B Bestuurderslisensie (handrat voertuig)
- Rekenaargeletterd
- Hoë vlak van verantwoordelikheid, aandag aan detail en die vermoë om onder druk te werk
- Vier (4) jaar verwante ondervinding op 'n toesighoudingsvlak
- Dit sal van die suksesvolle kandidaat verwag word om vir die Minimum Vaardigheidsvlakopleiding ingevolge die Munisipale Regulasies op Minimum Vaardigheidsvlakke, GN R493 van 2007, te registreer.
- Word vereis om oortyd na normale kantoorure te werk

SLEUTEL PRESTASIE AREAS

- Koördineer aktiwiteite en prosedures geassosieer met monitering van personeel
- Ontvang Collaborator versoeke vir nuwe tenders van verskillende departemente, toewysing van tendernommers en vaslegging van besonderhede in die tenderregister
- Registreer rekwisities op Collaborator vir die plasing van die advertensie

- Open tenderkas en aanbiedinge; laai tenderuitslae op die Munisipaliteit se webtuiste na sluiting van tender
- Administreer bod evaluasie komiteeverslag vir die Bod Evaluering Komitee
- Koppel vereistes aan beskikbare begrotings, fasiliteer alle bodprosesse en pas aanvraagbestuurstelsel en prosedures toe
- Verseker dat die proses aan die Voorsieningskanaalbestuursbeleid en verwante wetgewing voldoen en rapporteer ongeruimdhede
- Dateer tenderregister op, hanteer navrae en prysverhogings op tenders
- Administreer verslagdoeningsvolgordes
- Opstel van jaarlikse verkrygingsplanne van die verskillende departemente
- Reël en bywoning van Bod Evaluering Komiteevergaderings met betrokke rolspelers
- Nagaan van die Bodevaluering Komiteeverslag van die Bod Toekenning Komitee
- Hanteer navrae en besware
- Vereker alle inligting word aangeteken en korrek geberg vir ouditdoeleindes
- Dateer tenderregister op
- Hanteer navrae van departemente, biërs en konsultante
- Hanteer alle prys verhogings op tenders
- Hanteer alle prysverhogings op tenders, Interaksie en kommunikasie met diensverskaffers en interne departemente
- Skenk aandag aan spesifieke administratiewe vaslegging en verslagdoenings vereistes
- Skenk aandag aan spesifieke ondersteuningstoepassings met betrekking tot die kommunikasie van prosedurêle inligting

SALARISSKAAL: R349 692.00 – R453 897.84 per jaar (T12)

SLUITINGSDATUM: 8 APRIL 2022

(Aansoeke wat na 13h00 ontvang word sal nie aanvaar word nie)

ALGEMEEN:

- Kortlys kandidate mag onderwerp word en van vereis word om 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- **Nieteenstaande enige verteenwoordiging tot die teendeel, sal geen dienskontrak in werking tree totdat 'n skriftelike aanbod deur die Munisipaliteit gemaak word aan, en deur die aansoeker aanvaar is nie.**
- Skriftelike aansoeke op die amptelike aansoekvorm tesame met 'n omvattende CV wat as vertroulik beskou sal word, moet gerig word aan: Die Senior Bestuurder: Menslike Hulpbronne, Posbus 25, Mosselbaai, 6500. Hierdie voorwaardes is verpligtend en versuim om daaraan te voldoen sal outomaties tot diskwalifikasie van die aansoeker lei.
- Aansoekvorms is beskikbaar op die Munisipale web-tuiste (<http://www.mosselbay.gov.za/careers-index>) of van die kontakpersone hieronder genoem. Oorspronklike gesertifiseerde kopieë van bewys van kwalifikasies moet die CV vergesel.
- **Elektroniese aansoekvorms kan gestuur word aan (admin@mosselbay.gov.za).** Suksesvolle gekortlyste kandidate wie elektronies aansoek gedoen het, moet die **oorspronklike** gesertifiseerde kopieë van bewys van kwalifikasies en ander vereiste dokumentasie voor of op die datum van die praktiese toets voorsien
- Vir gelykheidsdoeleindes, dui asseblief u ras, geslag en gestremdheidstatus aan.
- Verdere besonderhede is verkrygbaar by Me N Bouwer of Me J Ruiters by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 40 dae na die sluitingsdatum gekontak word nie, kan aanvaar word dat die aansoek onsuksesvol was.
- Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die vereistes van die Wet op Diensbillikheid, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone.

MNR. C PUREN
MUNISIPALE BESTUURDER

UMASIPALA WASEMOSSEL BHAYI
UMasipala waseMosssel Bhayi, umqeshi ozibophelele kwingqesho elinganayo umema
abantu ukuba benze izicelo zesi sithuba sichazwe ngezantsi.

INTLOKO YOLAWULO LWEKHONKCO LOBONELELO: INTENGO
NOLAWULO (IZINIKI-MAXABISO)
IINKONZO ZEZIMALI

IIMFUNO/OKULINDELEKILEYO

(Ubungqina obuchaphazelekayo / amaxwebhu kufuneka ahambe nesicelo sakho)

- Isiqu semfundo yeNqanaba NQF 6 kuLawulo loBonelelo/kuGcino-zincwadi/ ukuThenga kunye noLawulo lweStokhwe okanye okulingana nalo mgangatho
- Ulwazi lokuthenga kwakunye nomthetho ochaphazelekayo ochaphazela uLawulo lweKhonkco loBonelelo
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) zaseNtshona-Koloni.
- Impepha-mvume zokuqhuba zeNqanaba B (kwisithuthi esitshintshwayo)
- Ulwazi lweKhompyutha
- Ukuthabatha uxanduva oluphezulu, ukunikezela ingqwalasela ngokugqibeleleyo kwanokusebenza phantsi koxinzelelo
- Amava eminyaka emine (4) kumsebenzi ofana nalo kwinqanaba lokuphatha.
- Kuyakulindeleka kulowo uphumeleleyo ukuba abhalisele uqeqesho loGqibelelo ngokomyinge osisiseko phantsi kweMigaqo kaMasipala emalunga neMigangatho yoGqibelelo oluSisiseko, Iphepha-Ndaba likaRhulumente (GN) R493 luka 2007
- Kulindeleke ukuba usebenze ixesha elongezelelweyo emva kweeyure zesiqhelo zomsebenzi.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukulungelelanisa imisebenzi kunye neenkqubo ezimayelana nolawulo lwabasebenzi
- Ukwamkela izicelo ze Colaborator malunga neziniki-maxabiso ezitsha ezivela kumasebe awohlukeneyo, ukunikezela iinombolo zeziniki-maxabiso kwanokushicilela iingcombolo kwirejista yeziniki-maxabiso
- Ukubhalisa izicelo zentengo kwi Collaborator khon'ukuze zifakwe kupapasho
- Ukuvula iibhokisi zeziniki-maxabiso; ukufaka kwinkqubo yoshicilelo iziphumo zeziniki-maxabiso kwikhasi likaMasipala emva kokuvalwa kweziniki-maxabiso
- Ukuqaphela ingxelo yekomiti yovavanyo lweziniki-maxabiso ukulungiselela iKomiti YoNikezelo-Maxabiso
- Ukudibanisa iimfuno kunye nohlahlo-lwabiwo-mali olukhoyo, ukuququzelela zonke iinkqubo zonikezelo-maxabiso kwanokusebenzisa inkqubo yolawulo lwemfuno esisiseko
- Ukuqinisekisa ukuba inkqubo ihambelana noMgaqo-nkqubo weKhonkco loLawulo loBonelelo kumnye nomthetho ochaphazelekayo, kwanokwenza ingxelo ngolwaphulo-mthetho
- Ukugcina irejista yeziniki-maxabiso isemgangathweni, ukuqwalasela imibuzo kwanokukunyuka kwamaxabiso kwiziniki-maxabiso
- Ukulawula iinkqubo zokwenza ingxelo
- Ukuqulunga izicwangciso zentengo yonyaka kumasebe awohlukeneyo
- Ukulungiselela kwanokuya kwiintlanganiso zoVavanyo lweZiniki-Maxabiso kwakunye nabo bonke abachaphazelekayo
- Ukuqwalasela iNgxelo yeKomiti yeZiniki-Maxabiso
- Ukuqwalasela izikhalazo kunye neziphikiso
- Ukuqinisekisa ukuba zonke iingcombolo zishicilelwe kwaye zigcinwe ngendlela efanelekileyo ukuze ziphicothwe
- Ukugcina irejista yeziniki-maxabiso ikumgangatho ofanelekileyo
- Ukuqwalasela izikhalazo ezivela kumacandelo, kubanikezeli-maxabiso kunye nabacebisi
- Ukuqwalasela konke ukunyuswa kweemali zeziniki-maxabiso

- Ukuthetha-thethana kwanokunxibelelana nabanikezeli beenkonzo kwakunye namacandelo angaphakathi
- Ukuqwalasela iimfuno zoshicilelo lolawulo kunye noshicilelo lweengxelo
- Ukuqwalasela izicelo zeenkxaso ezithile malunga nonxibelelwano ngeengcombolo ezisemgaqweni

UMLINGANISELO WOMVUZO: R349 692.00 – R453 897.84 ngonyaka (T12)

UMHLA WOKUVALA: 8 APRIL 2022

(Izicelo ezifunyenwe emva kwentsimbi ye13:00 aziyi kwamkelwa).

GABALALA:

- Abagqatswa/abenzi-zicelo abathe bafakwa kuluhlu olufutshane bayakuindeleka ukuba benze uvavanyo lomsebenzi ngezandla nangomlomo. ***Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siya kusebenza phambi kokuba esi sinikezelo sibe samkelwe ngulowo sithe samkelwa isicelo sakhe.***
- Izicelo ezibhaliweyo kwifomu esesikweni nezikhatshwa yi-CV egqibeleleyo, neyakuthatyathwa njengeyimfihlo, kufuneka zingeniswe ku: The Senior Manager (Human Resources), P.O. Box 25, Mossel Bay, 6500. Le miqathango isisinyanzelo kwaye ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho. Iifomu zezicelo ziyafumaneka kwi-website kamasipala (<http://www.mosselbay.gov.za/careers-index>) ungazithunyelwa nge-imeyile xa uthi waqhagamshelana nomntu ochazwe apha ngezantsi. Izicelo ezingeniswa nge-imeyile aziyi kwamkelwa.
- Iikopi zeziqinisekiso zeziqumkaso zezicelo neziqinisekisiweyo njengeziyinyaniso kufuneka zikhaphe iCV yakho.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga, ubuni kunye nokhubazeko.
- Iingcombolo ezithe vetshe ungazifumana kuNkszn N Bouwer okanye uNkskz J Ruiters kule nombolo yomnxeba (044) 606 5000.
- Ukuba isicelo sakho uwufumananga mepndulo ngazo zisithuba seentsuku ezingama-40, ungathabatha ukuba isicelo sakho asamkelekanga.
- uMasipala waseMossel Bhayi uzibophele kwingqesho ngokulingana kwaneemfuno zoMthetho weNqesho ngokulingana, Nombolo 55 ka 1998, kwabo bebekade behlelelekile ngaphambili kunye nabakhubazekileyo.

MNU C PUREN

MPHATHI KAMASIPALA