

Kannaland Municipality, is fully committed to Equal Employment Equity. Applicants are invited to apply for the undermentioned bursary

MANAGER: SUPPLY CHAIN AND CONTRACT MANAGEMENT

Salary: R499 280.28 – R648 081.35 per annum (T15)

Probation period: 6 months

Minimum Requirements

- Relevant qualification in the fields of Supply Chain Management, Accounting, Finance or Economics registered on the National Qualifications Framework at a Level 6 with a minimum of 360 credits/ 3-year tertiary qualification in SCM/ Logistics/ Procurement;
- Five years of relevant experience in a managerial position;
- Certificate in Municipal Financial Management (SAQA Qualification ID No. 48965) for Accounting Officers of Municipalities as provided in Regulation 493 dated 15 June 2007, Local Government: Municipal Regulations on Minimum Competency Level (CPMD);
- SCM Expert in demand planning, procurement/ tender/processes, logistic and supplier management;
- Excellent knowledge of SCM Policies and supporting guidelines;
- Valid code 08 driver's license without any endorsement;
- Be prepared to work outside normal working hours

Duties

- Implement the Procurement Policy and Procedure;
- Ensure the adherence to the Procurement Policies and Procedures and legislation applicable;
- Preparation of high quality reports in line with the Supply Chain Management Policy and Regulation;
- Negotiate preferential rates for the Municipality;
- Ensure that the items are procured at the best cost and quality measures;
- Manage the tender process and advise managers in their areas;
- Coordinate the tender process and the evaluation thereof;
- Liaise with Finance to resolve any issues with regards to payment for goods and services;
- Ensure effective, efficient and economical procurement, storage, risk control, distribution, maintenance and administration and control over the assets and services of the Municipality;
- Ensure the management information is produced and available on a monthly basis;
- Publish, review, arrange for printing, hold for issuing and distribute all procurement templates;
- Compile a list of preferred providers and distribute the list to all relevant personnel responsible for procurement;
- Administer the suspension of vendors, preferred providers and service providers;
- Monitor the Procurement/Tender Committee i.e. Agenda, preparation and submission of documents, minutes of meetings and proper record keeping of process and documentation;
- Compile a business plan and work plan;
- Any other duties given by the supervisor.

GENERAL:

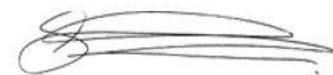
- **Applications in writing on the official application form and accompanied by a comprehensive CV which will be regarded as confidential, must be directed to: The Manager (Human Resources) via email to hrapplcations@kannaland.gov.za. These conditions are compulsory and failing to comply will automatically lead to disqualification of the applicant. Application forms are available on the Municipal web-site (www.kannaland.gov.za) or electronically. Same to be requested from the Human Resource Management.**
- **Certified copies (not older than 3 months) and proof of qualifications must accompany the CV.**
- **For equity purposes please indicate your race, gender and disability status.**
- **Short listed and invited candidates might be subjected and required to undergo theoretical and practical tests as well as provide the original documents as attached to the CV.**
- **Shortlisted and invited candidate might be subjected and required to a medical fitness test as well as a criminal record check.**
- **Applications will also be subjected to references from your previous Employers.**
- **If applicants are not contacted within 3 weeks of the closing date, it can be accepted that they were not successful.**
- **NO LATE applications will be accepted.**
- **The Kannaland Municipality is committed to comply with the requirements of the Employment Equity Act, No. 55 of 1998, for the advancement of previously disadvantaged and disabled persons. Further details are obtainable from Human Resource Management on (028) – 551 8000.**

COUNCIL RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT

PLEASE NOTE: PREFERENCE WILL BE GIVEN TO RESIDENTS WITHIN THE KANNALAND MUNICIPAL AREA. LATE APPLICATIONS WILL NOT BE CONSIDERED. CANVASSING OF COUNCILLORS WITH THE PURPOSE OF BEING APPOINTED IS NOT PERMITTED AND PROOF OF SUCH CANVASSING SHALL LEAD TO DISQUALIFICATION.

Closing Date: 24 March 2023 (12h00)

Notice Number: 30/2023



**M.M. HOOGBAARD
MUNICIPAL MANAGER**