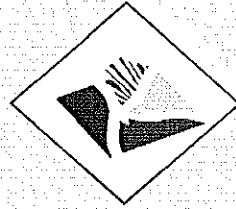


# VACANCY VAKATURE



**KANNALAND**  
MUNICIPALITEIT | MUNICIPALITY

(DIRECTORATE: FINANCIAL SERVICE)

**MANAGER SUPPLY CHAIN AND CONTRACT MANAGEMENT**

REFERENCE 71/2023

PERMANENT APPOINTMENT

Salary : R 499 280.28 – R 648 081.36 per annum (T15)  
Additional benefits : Medical aid (optional), Pension, Housing allowance (qualifying requirements), 13<sup>th</sup> cheque

## REQUIREMENTS

(Related proof / documentation must accompany application)

- 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);
- If not in possession of this competency, the ability to complete it within eighteen (18) months from the date of employment, in accordance with Government Notice No.91 of 03 February 2017, as promulgated in Government Gazette No. No 40593, and in case of failure herein the employment contract will terminate automatically within one month after the applicable period
- 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

## REQUIRED COMPETENCE

Key Professional Competencies	Functional Competencies	Public Service Orientation	Personal Competencies	Leadership Competencies
<ul style="list-style-type: none"> <li>• Effective oral presentation skills</li> <li>• Communicate on financial matters</li> <li>• Presentation skills</li> <li>• Develops reporting templates, process and guidelines - mentoring and guiding previous levels;</li> <li>• Prepares correspondence and reports;</li> <li>• Contributes to shaping the municipality and local government specific goals and priorities;</li> <li>• Knowledge of the municipality's functional directorates / departments and understands strategic integration across these;</li> <li>• In-depth knowledge of the municipality's challenges in delivering municipal services deeply and considers consequences and risks attached to actions and the impact of solutions; and is intuitive, has an understanding of symptoms and is able to diagnose potential problems before they occur.</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews and updates policies</li> <li>• Prepares standard documents for presentation to bid committees;</li> <li>• Responds and reports on queries from internal audit and auditor general management letter items; and</li> <li>• Quality controls the tenders in terms of process, systems and professional conduct of practitioners.</li> <li>• Manages, reviews and analyzes SCM information and conclusions;</li> <li>• Drafts / Reviews reports and conclude on results obtained;</li> <li>• Maintains various electronic packages</li> </ul>	<ul style="list-style-type: none"> <li>• Diplomatic and tactful;</li> <li>• Patient when not agreement;</li> <li>• Aware of to how people and municipalities function.</li> <li>• Able to read situations and interest positions and to respond appropriately;</li> <li>• Communicates effectively at senior levels.</li> <li>• Handles sensitive one-on-one discussions effectively; and</li> <li>• Uses language and style to capture the attention of the audience.</li> </ul>	<ul style="list-style-type: none"> <li>• Creates an action oriented culture that supports the department in achieving its goals;</li> <li>• Holds superintendents accountable for their units performance and institutes the appropriate interventions; and</li> <li>• Sets challenging goals for the operational unit.</li> <li>• Proactively searches the broader organisational environment to detect situations which might cause setbacks or failures.</li> <li>• Promotes transparent and accountable municipal administration.</li> </ul>	<ul style="list-style-type: none"> <li>• Motivates and inspires others;</li> <li>• Establishes support and projects authority and credibility; and</li> <li>• Uses influence to achieve objectives.</li> <li>• Builds team spirit and cohesion across function boundaries in the respective departments;</li> <li>• Encourages team approach to problem solving;</li> <li>• Recognises and respects the value of diverse views;</li> <li>• Translate Directorates goals into objectives for the unit.</li> <li>• Provides a clear sense of purpose and focuses on successful completion of objectives; and</li> </ul>

				<ul style="list-style-type: none"> <li>Organises resources and inspires others towards focused performance.</li> </ul>
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### KEY PERFORMANCE AREAS

- Coordinate, control and apply logistics and disposal management practices and administer and perform contract and tender administration, compliance and performance
- Developing standards for performance or instructing reporting staff to do so in order to ensure standardisation of performance levels and operations
- Advise management on all aspects of tendering in accordance with legislative requirements to enable effective decision making.
- Analysing, aligning and directing the operating capacity and capabilities of the Branch to deliver against specific key performance areas encapsulated in strategic plans and prescribed frameworks.
- Interpreting legislation and related influential factors/requirements in the Supply Chain Management environment requiring consideration in respect of aligning functions and processes.
- Keeping abreast with financial developments and legislation (Municipal Finance Management Act, Preferential Procurement Policy Framework Act, Construction Industry Development Board Act, Municipal Supply Chain Management Regulations, Preferential Procurement Regulations, National and Provincial Treasury directives, etc.) by conducting searches into best practices with a view to alignment with internal processes and standing operating procedures.
- Contributing to the development, review and implementation of credible plans and strategies (IDP, SDBIP, SCM, risks, etc.) to ensure optimization of service delivery, resource utilization and customer satisfaction
- Introduce new procedures to safeguard Council against possible losses in high risk areas
- Budgeting (operational and capital), in order to meet service demands
- Advise user Departments on Procurement processes as per SCM regulations
- Serve on SCM Committees
- Control and release of Tender documentation
- Advise and mentor SMME's on Council's procurement processes
- Review of existing documentation to ensure better security

**ENQUIRIES:** MRS R SAPTOE (028) 551 8000

Applicants must submit a formal application form and a comprehensive CV, certified copies of qualifications, identity document and driver's licence. Applications must be submitted electronically preferably as one PDF document to [hrapplications@kannaland.gov.za](mailto:hrapplications@kannaland.gov.za). Application forms can be obtained from the Municipal website at [www.kannaland.gov.za](http://www.kannaland.gov.za) and must reach the Human Resources section on or before **26 June 2023 at 12:00 am**. Applicants must clearly state the reference number and position in the subject line of the email.

Only electronic applications will be received.

Applicants residing in the Kannaland area will receive preference.

### **Disqualification:**

Please note that the following will result in disqualification:

1. Non-submission of copies of academic qualifications/records.
2. Canvassing with Councillors.
3. Submission of fraudulent qualifications and/or documents.

NB: Please note that shortlisted candidates will be subjected to a selection process. By applying for this position, candidates consent to background checks being conducted.

The Municipality reserves the right not to make an appointment.

If you do not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Kannaland Municipality is an equal opportunity employer that endorses the principle of affirmative action and employment equity. Preference will be given to applicants from the designated/underrepresented groups.

**CLOSING DATE: 26/06/2023**

