



WATERBERG DISTRICT MUNICIPALITY

Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post:

BUDGET & TREASURY OFFICE

SECTION: SUPPLY CHAIN MANAGEMENT

POSITION: PROCUREMENT OFFICER: POST LEVEL 6

SALARY: R 206 604 – R 228 132

BENEFITS: NORMAL MUNICIPAL EMPLOYEES BENEFITS

REQUIREMENTS

- An appropriate Degree / Diploma in Supply, Purchasing, Procurement Management plus 2 - 3 years proven experience in the field of Local Government Administration, Procurement and Tender Management. Applicants should have a high level of communicative and interpersonal skills, analytical, innovative problem-solving skills and time-managing skills. Thorough knowledge of Local Government Procurement Legislation. Computer Literacy and Code C1 driving license.

KEY RESPONSIBILITIES

- Establishment and management of procedures, policies, workflows, standard bid documentation, standardized reports, operational procedures, and systems to ensure and effective system of acquisition management
- Assist in the development, drafting, formulating and reviewal of policies, procedures, manuals and compiles management reports related to SCM
- Assist in the promotion and implementation of Black Economic Empowerment Programs by providing advice to suppliers/service providers and tenderers on the procurement and tendering process
- Identifies possible SCM risks by verifying and scrutinizing submission of information from bidders and service providers
- Manages the flow/distribution of SCM information within the Municipality to ensure user departments are informed of all information pertaining to SCM as per National Treasury Guidelines
- Provides internal support to Departments on Procurement, Contract and Tendering issues
- Develops and implements a performance monitoring evaluation system that encompasses all the projects for a particular financial year.

- Compilation of Statutory reports in terms of the MFMA and the Supply Chain Management Regulations
- Management of the appointments of professional service providers (Consultants).
- Supervises procurement staff in the SCM Unit.
- Manages, develops, formulates and reviews the Service Provider and Supplier Database Manual
- Manages the receipt of tender/bid reports by departments and oversees the compilation of the Bid Evaluation Committee Agenda for consideration by the Bid Evaluation Committee
- Manages and administers the contractors database for construction services for the entire Municipality in terms of the Construction Industry Development Board (CIDB) Regulations
- Develops, formulates and reviews templates, tender reports and tender documents related to Contractors and the Construction Industry aligned with the CIDB Regulations
- Compiles a register of all deviations/waiving of the SCM Policy and procedure
- Administering and coordinating the public invitation for competitive bids and the handling, opening and recording of bid.
- Manages the receipt of tender/bid reports by departments and oversees the compilation of the Bid Adjudication Committee Agenda for consideration by the Bid Adjudication Committee

Applications, accompanied by a comprehensive CV, originally certified copies of qualifications, ID, drivers license and covering letter indicating the position you are applying for, must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality Cnr. Harry Gwala and Church Streets, Room 27. Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.

All qualifications and references of shortlisted candidates will be verified.

Further enquiries maybe directed to Human Resource Officer, Ms. RPT Makibelo at tel. no. (014) 718- 3367 during office hours

Closing date: 11 February 2011

Should you not be contacted within 60 days of the closing date please accept that your application had been unsuccessful.

The Waterberg District Municipality reserves the right not to fill the advertised post.

**M V LETSOALO
MUNICIPAL MANAGER**