



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:

RE-ADVERTISEMENT

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 3 year Degree/Diploma in Finance/Supply Chain/Purchasing/Procurement Management
- 2 - 3 years proven experience in the field of Local Government Finance, Procurement and Tender Management.
- Applicants should have a high level of discipline, 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 or equivalent.

KEY RESPONSIBILITIES

- Establish and manage an effective demand, acquisition, logistics, disposal, risk, contract and supply chain performance management system.
- Prepare and review procedures, policies, templates, workflows, standard bid documentation, standardized reports, and systems to ensure an effective system of acquisition management
- Assist in the promotion and implementation of BEE Programs
- 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
- Compilation of Statutory reports in terms of the MFMA and the Supply Chain Management Regulations
- Supervise procurement staff in the SCM Unit.
- Administering and coordinating the public invitation for quotations, competitive bids and the handling, opening and recording of bids.

Applications, accompanied by a comprehensive CV, originally certified copies of qualifications, ID, driver's 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 information including qualifications and references of shortlisted candidates will be subjected to personal credential verification and security clearance. Further enquiries may be directed to Human Resource Officer, Ms. RPT Makibelo at tel. no. (014) 718- 3367 during office hours.

Closing date: 20 May 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.

NB: Applicants who have applied previously should also re-apply.

**M V LETSOALO
MUNICIPAL MANAGER**