

# VACANCY VAKATURE



**Supply Chain Management Practitioner: Acquisition and Demand - George - Permanent  
Financial Services  
WC044FINESCM3417  
REFERENCE: 2326023**

**SALARY: R 318 144 - R 412 992 per annum (T11)**

**REQUIREMENTS:**

A relevant 3 year Tertiary qualification, preferably in Supply Chain / Logistics / Procurement

Computer Literacy: MS Office

2-5 Years relevant experience required

**COMPETENCIES:**

Core Professional Competencies: Oral Communication, Written Communication, Organisational Awareness, Problem Solving, Planning and Organising

Functional Competencies: Procurement and Tenders, Information management, Task management, Project Management, Financial Process Management

Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery, Orientation

Personal Competencies: Action and outcome orientation, Resilience, Ethics and Accountability

Management / Leadership: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring

**KEY PERFORMANCE AREAS:**

In order to ensure laid down guidelines, procedures and controls are complied to when requisitioning and processing orders.

To ensure that interaction with suppliers and vendors are established and maintained.

In order to ensure administrative reporting requirements and deadlines are adhered to and information made available to support the resolution of queries prior to processing supplier invoices.

In order to ensure requirements are established to enable planning and alignment of outcomes to meet critical functional deliverables.

**SPECIAL CONDITIONS:**

The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

Must be able to function independently and without immediate supervision

Must have good verbal and communication skills

Must place emphasis on accuracy

Must be loyal and dedicated in the execution of responsibilities

Must have sound judgement

The incumbent must be adaptable to changing workplace conditions

Must have a high level of integrity

Must be responsible

Must have good numerical skills

Language proficiency in at least two of the three official languages of the Western Cape

**PROBATION PERIOD: 6 months**

**ENQUIRIES: Mr. B. Gericke (044 - 801 9048)**

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## Application forms and further information:

The George Municipality will consider all applications in terms of its Employment Equity Plan which acknowledges the imperative need to diversify the demographic composition of its workforce, with the emphasis on appointing candidates from the designated/under – represented groups. Canvassing for appointment will lead to automatic disqualification.

If you meet the requirements, forward detailed CV, covering letter with a completed application form obtainable from the HR Office, Civic Centre, York Street, George, or from the Municipal Web site. Please address your application to: The Manager Human Resources, PO Box 19, George, 6530 or via e-mail: [recruitment@george.gov.za](mailto:recruitment@george.gov.za)

Please note: Please attach certified copies of highest educational qualifications or relevant qualifications as per the job requirements. **State clearly on your application the reference number and post for which you are applying. The email Subject Line should display this information.** Your application will be subjected to verification of qualifications as well as credit and criminal record checks. On Appointment all candidates will need to sign an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest. Application form can be downloaded from the George Municipality Website

Late applications or applications sent via fax will not be accepted.

If you are not invited for an interview within 3 months of the closing date, please accept that your application was unsuccessful.

**THE GEORGE MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT**

**CLOSING DATE: 2022-09-16**

**COLLAB REFERENCE: 2326023**

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**IGcisa loLawulo lweKhonkco loNikezelo: ukuFumana nokuBanga - Ngokusisigxina  
iiNkonzo zeMali  
WC044FINESCM3417  
IREFERENSI: 2326023**

**INQANABA LOMVUZU: R 318 144 - R 412 992 ngonyaka (T11)**

**IIMFUNeko:**

Isiqinisekiso semfundo ephakamileyo seminyaka emi-3, ngokukhethekileyo kwiCandelo leNtengiso/ulungiselelo lwenkxaso/Ukufumana  
Ulwazi lwekhompyutha: MS Office  
2-5 Iminyaka yamava afanelekileyo iyafuneka

**UBUCHULE:**

izakhono zobungcali ezingundoqo: Unxibelelwano lomlomo, Unxibelelwano olubhaliweyo, ulwazi loMbutho, ukuSombulula Inxaki, uCwangciso noLungiselelo  
Ubuchule bokusebenza: Intengo kunye nezinye maxabiso, Ukulawula koLwazi, Ukulawula komsebenzi, ulawulo lweProjekthi, uLawulo lweNkqubo yezeMali  
Ukuqhelaniswa noBuchule beeNkonzo zoluNtu: Ubudlelwane phakathi kwabantu, Unxibelelwano, Ukuqhelaniswa nonikezelo lweNkonzo  
Ubuchule Bomntu: Ukuqhelaniswa neNyathelo kunye neziphumo, Ukomelela, imigaqo yokuziphatha kunye noXanduva lokuphendula  
uLawulo/ Ubunkokheli: Impembelelo nefuthe, Ukuqhelaniswa neqela, ukubeka umkhomba ndlela, Ukuqeqesha nokuthantamisa

**INDAWO YOKUSEBENZA ENGUNDOQO:**

Ukuze kuqinisekiswa izikhokelo ezibekiweyo, iinkqubo zolawulo ziyathotyelwa xa kufakwa isicelo kunye naxa kusenziwa ii-odolo.  
Ukuqinisekisa ukuba intsebenziswano kunye nababoneleli kunye nabathengisi iyasekwa kwaye iyagcinwa.  
Ukuqinisekisa ukuba iimfuno zolawulo zokunika ingxelo kunye nemihla ebekiweyo ziyathotyelwa kwaye nolwazi lwenziwa lufumaneka ukuxhasa ukusonjululwa kwemibuzo phambi kokuba kusetyenzwe ngoluhlu lwababoneleli lwezinto ezithengiweyo namaxabiso azo.  
Ukuze kuqinisekiswa ukuba iimfuno zisekiwe ukwenza iziphumo zocwangciso kunye nolungelelwaniso zihlangabezane nemisebenzi ebalulekileyo enokunikezelwa.

**IMIQATHANGO EYODWA:**

Imisebenzi edweliswe kule nkcazo yomsebenzi ayiphelelanga, kwaye umqeshi unelungelo lokuyalela umqeshwa ngalo naliphi na ixesha ukuba enze imisebenzi eyongezelelweyo okanye uxanduva olungena ngokufanelekileyo phakathi kwinkcazo yomsebenzi okanye ngokuhambelana neemfuneko zomsebenzi.  
Kufuneka ukwazi ukusebenza ngokuzimeleyo kwaye ngaphandle kokonganyelwa okukufutshane  
Kufuneka ube nezakhono ezilungileyo zokuthetha kunye nezoxibelelwano  
Kufuneka ugxininise ekuchanekeni  
Kufuneka anyaniseke kwaye azinikele ekuphumezeni uxanduva  
Kufuneka ube nokwenza uvavanyo olufanelekileyo  
Umgqatswa kufuneka aziqhelanise nokutshintsha kweemeko zendawo yokusebenza  
Kufuneka ube nomgangatho ophezulu wemfezeko  
Kufuneka abe noxanduva  
Kufuneka abe nezakhono ezifanelekileyo zokubala

# VACANCY VAKATURE



Ubuchule bolwimi ubuncinane kwiilwimi ezimbini kwezintathu ezisemthethweni zaseNtshona-Koloni

**IXESHA LOKUCIKIDWA:** Iinyanga ezi-6

**IMIBUZO:** Mnu. B. Gericke (044 - 801 9048)

**Iifomu zesicelo kunye nolwazi oluthe vetshe:**

uMasipala waseGeorge uya kuthathela ingqalelo zonke izicelo ngokweSicwangciso soLungelelwaniso kwiNgqesho esiyivumayo imfuneko ebalulekileyo yokwenza utshintsho kukwakheka ngokohlanga kwabasebenzi bakhe, kugxininiswa ekuqeshweni kwabagqatswa abavela kumaqela anyuliweyo/ angamelwanga ngokwaneleyo. Ukurhwebeshela ingqesho kuya kukhokelela kuthintelo lwesicelo oluzenzekelayo

Ukuba uyazanelisa iimfuneko, thumela iCV eneenkcukacha kunye nencwadi ehamba nesicelo kunye nefomu yesicelo egcwalisiweyo efumaneka kwi-Ofisi yakwaHR, Civic Centre, eYork Street, eGeorge okanye kwiWebhusayithi kaMasipala. Nceda thumela isicelo sakho ku: The Manager Human Resources, PO Box 19, George, 6530 okanye nge-imeyili: [recruitment@george.gov.za](mailto:recruitment@george.gov.za)

Nceda qaphela: Nceda uqhoboshele iikopi eziqinisekisiweyo zezona ziqinisekiso ziphezulu okanye iziqinisekiso ezifanelekileyo ngokweemfuneko zomsebenzi. Chaza ngokucacileyo kwisicelo sakho inombolo yereferensi kunye nesithuba owenza isicelo saso. Umgca weSihloko se-imeyili kufuneka ubonise olu lwazi. Isicelo sakho siya kuba phantsi kokuqinisekiswa kweziqinisekiso zakho kunye nokuhlolwa kwerekhodi lamatyala nolwaphulo - mthetho. Ekuqeshweni bonke abagqatswa kuya kudingeka batyikitye isivumelwano sengqesho kwaye, apho kufanelekileyo, isivumelwano sentsebenzo kunye nokubhengezwa kweenzuzo kunye nomdla. Ifomu yesicelo inokukhutshelwa kwiwebhusayithi kaMasipala waseGeorge.

Izicelo ezifike emva kwexesha elibekiweyo okanye ezithunyelwe ngefeksi aziyi kwamkelwa.

Ukuba awumenywanga kudliwano-ndlebe phakathi kweenyanga ezi-3 zomhla wokuvala, nceda wamkele ukuba isicelo sakho asiphumelelanga.

**UMASIPALA WASEGEORGE UGCINE ILUNGELO LOKUNGAQESHI**

**UMHLA WOKUVALA: 2022-09-16**

**IREFERENCSI KACOLLAB: 2326023**

2022-08-29