

EXTERNAL CIRCULATION

DIRECTORATE: FINANCIAL SERVICES

POST DESIGNATION: CHIEF CLERK: CONTRACTS

REF: FINAN T10 01/01/2023

Salary : R 269 508 – R 349 812 T10
Service Benefits : Medical Aid, Pension, Housing/Rental Allowance (subject to prescribed requirements, 13th Cheque and Group Life Insurance)

MINIMUM REQUIREMENTS:

- A relevant 3 year Tertiary qualification, preferably in SCM / Logistics / Procurement
- Computer Literacy: MS Office
- 0-2 years experience

SPECIAL CONDITION:

- Must be able to work independently in the absence of immediate supervision
- Must be able to communicate in at least 2 of the official languages of the Western Cape
- Must be accurate and pay attention to detail during data processing
- Must be dedicated in the execution of responsibilities and have sound judgement
- Must be adaptable to changing circumstances in the workplace
- Must have a high level of integrity
- Must have good communication
- Professional proficiency - good knowledge of functional area
- Sound knowledge of the financial legislation applicable to local government
- Accuracy and ability to give attention to detail
- High work standards
- Willing to follow instruction
- Ability to meet crucial deadlines and work overtime if required
- High level of ethical consciousness

COMPETENCIES:

- Core Competencies: Written and Oral Communication, Organizational awareness, Problem solving, Planning and Organizing
- Functional Competencies: Procurement and Tenders, Information and Task management, Project management, Financial Process management
- Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation
- Personal Competencies: Action Orientation, Resilience, Ethics and Accountability
- Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring

KEY PERFORMANCE AREAS:

- Contract Management
- Supplier Performance
- Procurement Management
- Administration
- Document Management
- General Supply Chain Management Tasks and Duties

ENQUIRIES: MR. G. GOLIATH (044 – 801 9036)

Applicants must submit a formal application form and a comprehensive CV, copies of qualifications, identity document and drivers license. Applications must be submitted **electronically** preferably as one PDF document to recruitment@george.gov.za. Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the Human Resource Department on or before 27 January 2023 at 12:00.

Disqualification:

Please note that the following will lead to disqualification:

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

NB: Please note that shortlisted candidates will be subjected to a vetting process. By applying for this position, candidates agree to background checks being performed.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 30 days of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under represented groups.

CLOSING DATE: 27/01/2023