

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Financial Services
POST DESIGNATION: SCM PROCUREMENT PRACTITIONER - George
(Permanent)
WC044 0555
REFERENCE: 3111815

Salary: R335 328 - R435 288 (T11)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

Relevant 3-year Tertiary qualification, preferably in SCM / Logistics / Procurement
Computer literacy (MS Office)
2-5 years relevant experience
Valid Code B Driver's License

COMPETENCIES:

Core Professional Competencies: Oral & Written Communication, Organisational Awareness, Problem Solving, Planning and Organising.
Functional Competencies: Procurement and Tenders, Information, Task & Project Management and Financial Process Management.
Public Service Orientation Competencies: Interpersonal Relationships, Communication and Service Delivery Orientation.
Personal Competencies: Action and Outcome Orientation, Resilience, Ethics and Accountability.
Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

KEY PERFORMANCE AREAS:

Ensure that the procurement of goods and services is carried out and managed professionally in terms of Council's Procurement Policy.
Maintain a system of internal control to ensure that the Stores Section function effectively and efficiently.
Ensure that all goods and services of the Municipality are legally obtained in accordance with applicable legislation and Council's Procurement Policy.
Comply with Supply Chain Management Policy and other Council Policies.
Maintain a system of internal control and to ensure that all obsolete and damage stock is disposed of.

SPECIAL CONDITIONS ATTACHED TO THE POST:

Must be able to communicate in 2 of the official languages of the Western Cape.
Must have calculation/numerical skills.
Must be able to handle conflict situations.
May be called out after hours, in emergency situations.
Must have inter-personal skills.
Must have good client relations and the ability to be diplomatic.
Must have managerial skills with the ability to organize and motivate personnel.
Must have good negotiation skills.
Must have numerical skills and be able to do forward planning.
Must be able to pay attention to detail and have good knowledge of the area of responsibility.

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PROBATION PERIOD: 6 months

ENQUIRIES: M Gericke (044 801 9048)

INSTRUCTIONS TO APPLICANTS (Please read carefully)

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, www.george.gov.za, under **Job Portal**. Applicants must register and apply online before **[2024-04-24]** at 16:30pm.

Please Note the following when applying on the Portal:

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only if applicable. **Only online applications will be accepted.**

The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.

Disqualification:

Please note that the following will lead to disqualification:

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councillors and/or officials.

Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months 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.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: [2024-04-24] AT 16:30PM

