

EXTERNAL CIRCULATION

DIRECTORATE: Financial Services
POST DESIGNATION: ASSISTANT SCM CONTRACTS - George
(Permanent)
WC044FSCA2089
REFERENCE: 3125430

Salary: R284 064 -R368 700 (T10)
Additional Service Benefits: Medical Aid, Pension, Housing 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)
Code B Drivers' License
0-2 years relevant experience

COMPETENCIES:

Core Professional Competencies: Oral Communication, Written Communication, Organisational Awareness, Problem Solving, Planning and Organising.
Functional Competencies: Procurement & 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 Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

KEY PERFORMANCE AREAS:

Ensure a complete Contract Register as per policy and legislative requirement.
Ensure that the performance of suppliers and contracts are monitored as prescribed in Section 116(2) of the MFMA.
Ensure that all procurement related responsibilities are complied with as prescribed.
Ensure that all administrative reporting requirements and deadlines are adhered to at all times.
Ensure sound document management and record keeping practices are in place as required by Policy and to the satisfaction of the Auditor General stipulations.
Ensure effectiveness and efficiency within the greater SCM department by handling administrative functions as required.

SPECIAL CONDITIONS ATTACHED TO THE POST:

The duties listed in the 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 work independently in the absence of immediate supervision.
Must be able to communicate in at least 2 of the 3 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.
Must have sound judgement.
Must be adaptable to changing circumstances in the workplace.
Must have a high level of integrity.

VACANCY VAKATURE



Must have good communication and inter-personal skills.
Must have good numerical skills.
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.

PROBATION PERIOD: 6 months

ENQUIRIES: Hein Diemont (044) 801 9139

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 **[2024-05-15]** 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.

VACANCY VAKATURE



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: [2024-05-15] AT 16:30P5M