

# VACANCY VAKATURE



## **EXTERNAL CIRCULATION**

**DIRECTORATE: Financial Services**  
**POST DESIGNATION: Principal Supply Chain Management Practitioner - George**  
**(Permanent)**  
**WC0442002**  
**REFERENCE: 3501546**

Salary: R465 780 - R604 620 (T13)  
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.
- 5-8 years' relevant experience across SCM processes including 2 years of supervisory experience

### **COMPETENCIES:**

- Core Professional competencies: Oral & Written communication, Organisational awareness, Problem solving, Planning and organising.
- Functional competencies: Procurement and tenders, Information, Task & 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 that procedural requirements are interpreted and implemented to enable consistent application of the Supply Chain Management Policy and processes in order to promote quality and fairness and that all strategic goals and objectives are implemented and adhered to.
- Ensure complete planning process to ensure effective service delivery and adherence to the budget and demand planning; and to ensure the municipality receives value for money in increasing efficiencies and reducing costs.
- Ensure a complete planning process is in order to ensure effective service delivery and adherence to the budget. Ensure that correct procedures are followed and to ensure safe record keeping.
- Ensure that all issues addressed are communicated properly to all role players and good governance, ethics and values in Supply Chain Management are adhered to.
- Ensure that Supply Chain Management Policies are adhered to, and the conditions enforced and to comply with the regulatory framework to ensure proper implementation.
- Ensure that all audit related matters are attended to and that where necessary, remedial action is taken and instituted, and that supply chain management procedures and processes are aligned to agreed audit outcomes.
- Ensure best practice processes are implemented and interdepartmental issues are addressed immediately.
- Provide support and advice to management by ensuring the maintenance of accurate information for decision making purposes.
- Ensure that accurate and relevant advice is provided and adhered to.
- Ensure procurement of goods and services; as well as construction projects are in line with applicable legislation.
- Ensure compliance with legislative framework and requirements and to enhance the operational efficiency and effectiveness of the supply chain management processes and procedures.

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- Ensure processes and procedures are established to enable planning and alignment of outcomes to meet critical functional objectives.
- Ensure retrospective analysis of the supply chain management system linked to regulatory reports and submissions on the implementation of the supply chain management policy.
- Ensure an effective contract management process in terms of SCM policy. Failure to ensure that above will lead to non-compliance and may lead to disciplinary proceedings if services is not of good quality and necessary control measures was not implemented to ensure performance.
- Ensure accurate information are provided for management purposes.
- Ensure and monitor laid down policies, reporting requirements and best practice procedures are complied with. To ensure an effective reporting as required by Provincial and National Treasury.
- Ensure that necessary processes are followed to address the above.
- Ensure positive relationships are maintained by contributing to the efficiency and effectiveness of the functionality to support specific requirements and outcomes.
- Ensure human resources needs are identified and attended to, supporting the accomplishment of laid down objectives and compliance with specific standards in terms of productivity and performance.
- Ensure that the health and safety requirements are adhered to as per the prescribed regulations.

## **SPECIAL CONDITIONS ATTACHED TO THE POST:**

- Must be prepared to work after hours.
- Must be able to function independently.
- Computer literacy is essential.
- Bilingualism, communication and interpersonal skills to interact with other departments.
- Deadline management to be able to meet statutory requirements and must be able to function under pressure to meet deadlines i.e., reporting.
- In-depth understanding of municipal finance environment and the service delivery role of local government.
- Knowledge and skills in project management.
- Knowledge of municipal government and administration, statutory and regulatory environment.
- An understanding of the integrated nature of an effective municipal administration.
- In depth knowledge of the Supply Chain Management in local government.
- Supervision skills.
- Numerical accuracy.
- High level of integrity, responsibility and confidentiality.
- Driver's licence to be able to attend meetings and visit municipal sites.

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** Duane Scholtz (044 801 9036)

## **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](http://www.george.gov.za), under **Job Portal**. Applicants must register and apply online before **[2025-01-24]** 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.

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**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: [2025-01-24] AT 16:30PM**