



## **INTERNAL & EXTERNAL VACANCY**

**NOTICE NO: 77/2024**

Umsobomvu Local Municipality, with its seat in Colesberg and servicing the towns of Colesberg, Noupoot and Norvalspont seeks applications from suitably qualified candidates for appointment in the below-mentioned post. The municipality subscribes to the principles of equal employment opportunities and affirmative action.

### **Senior Clerk: Supply Chain Management**

**DIRECTORATE** : Finance  
**PLACE OF WORK** : Colesberg (Northern Cape)  
**DURATION** : Permanent  
**SALARY** : T Grade 7 (R200 388.00 per annum) plus, normal fringe benefits applicable to local government.

#### **Requirements: Qualifications and Experience:**

- Grade 12
- A relevant 3-year qualification preferably in SCM/Logistics/Procurement or National Diploma Financial Management.
- 2-5 years of experience relevant experience required.
- Ability to work independently, interpret and apply oral/written instructions Computer literate (MS Word, Excel, Adobe Read).
- Ability to communicate in two or more of the local official languages.
- Driver's license Code B, will be an added advantage.

#### **Job Purpose:**

Performs complex administrative functions which require specialised knowledge of Supply Chain Management and operates under limited supervision. Performs clerical information processing tasks/ activities associated with the update and maintenance of Supply Chain

Management records and registers and attends to general office applications with respect to the provision of routine procedural information.

**Knowledge and scope of work:**

- Conducts work according to prescribed norms and standards under the general direction of an experienced Senior practitioner;
- Good understanding of demand planning, procurement processes, tender processes, logistics and supplier management;
- Applicable local government legislation (e.g. MSA, MFMA, PPPFA, etc. and as amended) and relevant National Treasury and other relevant national / provincial government regulations; and
- SCM policy and supporting guidelines.

**Key Performance Areas:**

- Effectively and appropriately advocates positions verbally within the municipality as per the generally accepted accounting / financial practice;
- Provide guidance to the team on goals and objectives of the function; and
- Demonstrates competence to communicate effectively with clients.
- Assists with preparing and reviewing of Pre-reading and training material, policies, and guidelines; communicates with role- players on their roles and responsibilities;
- Sound report writing skills; and numerical, alphabetical and written accuracy.
- Understands and internalizes the municipality's priorities and goals; in-depth knowledge of municipality's policies and procedures;
- Knowledge and understanding of the municipality's functional directorates; understands priorities, goals and issues of local government; understands local government policies and legislation; and
- In-depth knowledge of the issues impacting service delivery.

**Administration Functions:**

Performs administrative recording, preparing and generating stock report and forwarding to the immediate superior perusal and comment. Updating and processing system information. Draft revise and implement policies. Submit quarterly, mid- year and annual reports to the superior and implementation of MFMA requirements.

**Competencies:**

The competency level for this position is at level 2 as stipulated in Annexure A of the Municipal Staff Regulations Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Service Orientation	Personal	Management / Leadership
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		Competencies		Competencies
<ul style="list-style-type: none"> <li>• Oral Communication</li> <li>• Written Communication</li> <li>• Attention to detail</li> <li>• Organisational awareness</li> <li>• Problem Solving</li> <li>• Influencing</li> <li>• Ethics and Professionalism</li> <li>• Planning and Organising</li> </ul>	<ul style="list-style-type: none"> <li>• Business Processes</li> <li>• Use of Technology</li> <li>• Data Processing &amp; Analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal relationships</li> <li>• Communication</li> <li>• Negotiation</li> <li>• Service delivery Orientation</li> <li>• Client Orientation and Customer Focus</li> </ul>	<ul style="list-style-type: none"> <li>• Action and outcome</li> <li>• Orientation</li> <li>• Resilience</li> <li>• Change Readiness</li> <li>• Cognitive ability</li> <li>• Learning orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Impact and influence</li> <li>• Team Orientation</li> <li>• Direction Setting,</li> <li>• Coaching and Mentoring</li> </ul>

**Closing date:** The closing date shall be **22 November 2024** at 16:30.

**Application Instructions:**

Applicants **MUST** use the official Application for Employment and supplement it with a comprehensive CV together with certified copies of qualifications (not older than six months) and MIE Background screening form obtainable on the municipality's website and Human Resource Management Office. Applications, including all relevant documentation must be submitted to the **Registry Office** addressed to: The Municipal Manager Umsobomvu Local Municipality, 21A Church Street, **Colesberg**, 9795 or e-mailed to [apiwe@umsobomvumun.co.za](mailto:apiwe@umsobomvumun.co.za). Should applicants not receive any response within three months after the closing date, please accept that your application has not been successful.

All enquiries must be directed to the Section Head Corporate Services. Canvassing and/or lobbying of Councilors and or municipal officials will result in the disqualification of an applicant. No late applications will be considered.

Inquiries to be directed to Apiwe Khalankomo at 051 753 0040 or send an e-mail to [apiwe@umsobomvumun.co.za](mailto:apiwe@umsobomvumun.co.za)

  
**T.W. MSENGANA**  
**MUNICIPAL MANAGER**

Date: 07 November 2024

**UMSOBOMVU MUNICIPALITY**  
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**COLESBERG**  
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