PERSONNEL VACANCY: UMSOBOMVU MUNICIPALITY

Umsobomvu municipality, servicing the towns of Colesberg, Noupoort and Norvalspont seeks applications from suitable qualified candidates for appointment in the under-mentioned post. The municipality subscribes to the principles of equal employment opportunities and affirmative action.

Post: **Senior Clerk: SCM**

Qualifications: Grade 12; Competency Level in Unit Standard 116353 (Supply Chain Management). National Diploma in relevant field will be an added advantage.

Salary: T - Grade 7.

Experience: Computer Literacy. Ability to communicate in two or more of the local official languages. Extensive knowledge of Supply Chain Management and Regulations with regard to the disposal of assets, MFMA and Phoenix financial system and MFMA Regulations.

Job Purpose: 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.

Key Functions :

Acquisition, Appointment, Contractual Agreements and Disposal

Executes applications associated with acquisitioning and appointment process, by: Applying appropriate process and bid systems to solicit responses in the form of quotations from suppliers/ vendors or service providers. Attending to the verification and pre-qualification of persons/companies participating in the bidding process. Controlling administrative sequences and mechanisms related to bid documentation, opening, registering, recording and evaluation of bids. Forwarding outcomes to Committees (Evaluation or Adjudication) for assessment, providing input into the purchasing of commodity or observing conformance with laid down procedures.

Clerical Functions: Supply Chain Management Records and Registers

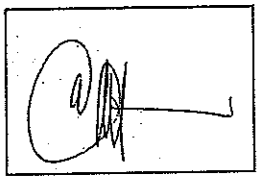
Performs tasks/ activities associated with the processing/ updating of Supply Chain information, by: Capturing information pertaining to Supply Chain Management and Preferential Procurement referring to relevant source documentation and, accessing specific field and inserting information using system tools (project, department responsible for quote, action/ execution dates of order, etc.) Attending to specific control sequences and filing documents applying laid down document control guidelines to facilitate retrieval during enquiries/ follow-ups. Processing new supplier information referring to registration forms, maintaining database records and, checking Contractors/Suppliers are in procession of updated tax registration and clearance certificates through requests for submission. Maintaining 'Bids' register and Preferential Procurement information, extracting reports detailing Bids over specific values and awards and, forwarding to the immediate superior for approval. In order to ensure Supply Chain Information Systems are updated, records and registers maintained to accurately reflect Supply Chain activities.

Office Support Applications

Attends to specific office support applications with respect to the continuously

communication procedural information, by: Corresponding through electronic mail/ telephonically with suppliers/ service providers and making available relevant information/ documentation (registration forms) in accordance with procedural requirements. Transmitting/ receiving facsimile's and circulates acknowledgement of receipt/enquiries to the relevant personnel for attention. Preparing document packs for Bid Meetings, copying and binding documents in sequential order for ease of reference. Preparing and forwarding meeting notifications to Bid Committees in accordance with the prescribed timeframe detailing date, time and venue. In order to ensure support is made available to enable adequate attention to specific communication and information requirements.

Application Instructions: Applicants MUST use the official application form and supplement it with a CV together with certified copies of qualifications and other relevant documentation. The application must be submitted to: The Municipal Manager Umsobomvu Municipality, Private Bag X 6, **Colesberg,** 9795 on or before 16 October 2020 at close of business. No faxed or e-mailed applications will be accepted. Should applicants not receive any response within two months after the closing date, please accept that your application has not been successful. Canvassing and/or lobbying of Councillors and or municipal officials will result in the disqualification of an applicant.



A.C. MPELA
MUNICIPAL MANAGER

Notice Nr.47/2020

Date: 29 September 2020