

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Financial Services
POST DESIGNATION: SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT - George
(Permanent)
WC0442000
REFERENCE: 3221582

Salary: R787 548 - R1 022 316 (T17)
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.
8 years or more relevant experience covering all aspects of the relevant SCM process.
Management of SCM information or having gained specialist experience in a SCM discipline which includes 5 years of supervisory experience.
Compliance with the relevant Municipal Minimum Competency for Supply Chain Management as prescribed or to be compliant in 18 months of appointment.
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, 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:

Provide a climate conducive to meet objectives of the Division, and to ensure that Key Performance Areas are identified, objectives aligned, and appropriate procedures developed and implemented on approval to guide administrative and technical compliance.
Ensure the key responsibility areas are identified, future objectives aligned, and appropriate procedures developed and implemented on approval of upgrading projects to guide and direct administrative and technical compliance, and to strive towards achieving identified goals of the Division.
Ensure a quality, safe and sustainable supply chain service which conforms to legislation and the Occupational Health and Safety Act.
Ensure key delivery priorities are identified and outcomes managed through continuous assessment, intervention and adjustment.
Ensure compliance to the MFMA and the implementation and enforcement of Council's relevant policies.
Ensure an effective Bid Committee System in order to comply with the MFMA and the Supply Chain Management Policy, Regulations and Council Policies.
Ensure the correct functional applications are followed as prescribed by the MFMA, legislation and Supply Chain Management policies.
Ensure Supply Chain Management procedures are complied with, contributing to fairness and transparency in the process.
Minimize financial risk to Council through effective management of processes and operational sequences.
Ensure operations are within the framework of the MFMA and other applicable legislation.
Ensure that the administrative processes are managed, and that Senior Management is informed of Divisional performances.

VACANCY VAKATURE



Ensure accurate estimates are prepared in relation to requirements enabling the Division to contribute positively towards meeting objectives and sustaining the quality and standards of service delivery.
Ensure that information on documentation and advice on relevant matters is made available and communicated through the various mediums available.
Emphasize the mental strength and professional capabilities the incumbent must possess in order to function efficiently.
Ensure a high level of discipline and productivity of Divisional staff, setting goals and objectives to achieve preset targets, and to manage personnel related requirements and issues.

SPECIAL CONDITIONS ATTACHED TO THE POST:

Must be willing to work abnormal hours.
Must have regard for customer needs and meeting quality standards for services.
Must have a high level of integrity and ability to handle confidential information.
Must have good managerial and interpersonal skills.
Must be tactful, assertive and responsible.
Must have good administrative and organizational skills.
Must be loyal and committed.
Must be able to do independent research information.
Must be able to apply initiative.
Must be willing to work under pressure.
Ability to communicate in at least 2 of the 3 official languages of the Western Cape.
Must be client friendly and people orientated.

PROBATION PERIOD: 6 months

ENQUIRIES: DUANE SCHOLTZ (044) 8019036

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 **[2024-08-12]** 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.

VACANCY VAKATURE



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: [2024-08-12] AT 16:30PM