



DIRECTORATE FINANCIAL SERVICES

Section: SUPPLY CHAIN MANAGEMENT

SENIOR CLERK SUPPLY CHAIN MANAGEMENT

SALARY: R129 168.00 – R167 688.00 T6

Job Purpose: Responsible for receiving, screening, validation and capturing of requisitions, compiling of requests to quote, inviting prospective providers of goods and services to quote in order to provide an effective and transparent system of acquisition management

Duties: Retrieving electronic and receiving manual requisitions, verify the correctness of vote numbers, description, quantities etc.; Liaising with user department if any inconsistency or discrepancy exist; Screening the requisition to check if the attached quotation meets the requirements of the requisition; Complete request to quote with the required documentation to be forwarded to at least three accredited providers; disqualification of the quotations received with requisition that do not meet the requirements; Administrate deviations by ensuring that the requisition is accompanied by signed deviation form; liaising with Budget office to seek clarity on matter relating to interpretation of vote numbers; compiling printing of request to quotes and ensure that there are no shortages

Requirements: Grade 12 with at least one of the following subjects i.e. Mathematics, Accountancy/Economics; knowledge of the local government legislation; Proficient in at least two of the official languages of the Western Cape; Good management, human relations, interpersonal and communication skills; Good analytical, accounting and calculating (numerical ability) skills

Experience: 2 years relevant experience

To apply in assured confidence, please send your Application form, CV, certified copies of qualifications and covering letter (including details of at least 3 contactable referees and the relevant reference number) to The Human Resources Manager, Breed Valley Municipality, Private Bag x3046, Worcester, 6850, or email to jobs@bvm.gov.za.

The Municipality is an Equal opportunity employer and as such will observe the requirements of the employment equity act and its EE plan. Females and People with disabilities are encouraged to apply. For enquiries contact the Human Resource Office - Liezel Alberts at 023 348 4961.

All applications should reach us by **20 December 2019 before 12:00**

Please note that * No late applications will be considered *No faxes will be accepted *If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful *Candidates wishing to have their CV's returned should provide a self-addressed envelope with the required postage stamps* Canvassing with Councillors or any other decision-maker is not permitted and proof thereof will result in disqualification* Fraudulent qualifications or documentation, will immediately disqualify any applicant.

The Municipality reserves its right not to make an appointment