



(EXTERNAL ADVERTISEMENT)

**DIRECTORATE: FINANCIAL SERVICES
DIVISION: SUPPLY CHAIN MANAGEMENT
SECTION: PROCUREMENT
LOCATION: WORCESTER**

**ASSISTANT SCM PRACTITIONER: PROCUREMENT
(PERMANENT)**

SALARY: R 271 001.74 – R 351 730.32 per annum [T10]

TOTAL COST TO COUNCIL: R 381 997 - R 486 074 per annum

(Inclusive of Municipal benefits: Group Life Scheme, Pension Fund etc.)

Ref: FS/SCM03/0924

Job Purpose: Responsible for all procurement processes above R 300 000 threshold (tender processes) in accordance with the approved Demand Management Plan within the legislative framework.

Duties: • Responsible for the coordination, control and adherence to various legislative frameworks. • Ensure compliance to Council's policies by performing tasks associated with acquisition management. • Perform administrative activities associated with the committee system. • Responsible for the rendering of administrative functions relating to the handling, opening and recording of bids, archiving and filing of SCM documentation. • Responsible for rendering administrative functions related to appeal processes. • Responsible for the compilation and submission of various reporting information in terms of legislative requirements. • Liaise with departments and government spheres. • Adhere to health and safety in terms of the OHS Policy.

Minimum Requirements:

- A relevant 3-year tertiary qualification preferably in Supply Chain Management / Logistics / Procurement,
- Computer Literacy: MS Office
- 0-2 years relevant experience
- Code B driver's license
- Proficient in at least two (2) of the three (3) official languages in the Western Cape.

Preferred Requirements:

- A relevant 3-year tertiary qualification preferably in Supply Chain Management / Logistics / Procurement / Accounting / Economics / Financial Management / Public Finance or Administration
- Municipal Minimum competency levels
- 2-5 years relevant experience

Competencies: (For detail description of competencies, read competency level 1 from page 720/730 of the Competency Framework on our website / on this link- <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/>)

Core Professional Competencies: Written Communication, Oral Communication, Awareness, Problem Solving, Planning and Organising

Functional Competencies: Procurement and Tenders, Information Management, Task Management, 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.

PLEASE NOTE: *Please read the below conditions carefully, only those who comply with the conditions will be considered*

1. No late applications will be considered.
2. The Municipality is an equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**
3. **Note that BVM is using a new Recruitment Portal which is an online portal.**
4. **Only online applications will be accepted.**
5. To apply in assured confidence, please do so online via the Link: <https://bvmjobs.mcidirecthire.com>
6. **When applying online: Please ensure that you fill in all required Fields.**
7. **Also attach an updated CV (Including details of at least 3 contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, and covering letter.**
8. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement that will be subject to probation monitoring and performance monitoring in accordance with the Local Government: Municipal Staff Regulations.
9. **For enquiries contact the Human Resources Office at 023 348 4961** or on email address: jobs@bvm.gov.za
10. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
11. Fraudulent qualifications documentation will immediately disqualify any applicant.
12. If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **20 September 2024** at **13:00**.

The Municipality reserves its right not to make an appointment.