



(INTERNAL & EXTERNAL ADVERTISEMENT)

**DIRECTORATE: FINANCIAL SERVICES
DIVISION: SUPPLY CHAIN MANAGEMENT
SECTION: BID & CONTRACT ADMINISTRATION
LOCATION: WORCESTER**

**ASSISTANT SCM PRACTITIONER: BID & CONTRACT ADMINISTRATION
(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/SCM01/0124**

Job Purpose: Responsible for administrative services to the Contract Administration Section in accordance with the legislative framework.

Duties: Responsible for the coordination, control and adherence to various legislative frameworks • Verify bid documents • Responsible for the application for procedures associated with generating purchase orders • Compile and update contract and service level agreements (SLA) register • Administer Deviations • perform administrative duties • Responsible for administrative functions related to stakeholder and supplier performance • Liaise with all stakeholders regarding service delivery requests and the administration thereof • Perform and comply to MFMA various reporting requirements • Provide system support and capacity building to various stakeholders • Attend to complex requests from the user department, relating to commodity linked to either product, supplier budget • Coordinate and control the distribution of contract documents issued to various statutory bodies subject to approval by immediate superior • 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
- Compliance with the National Treasury Regulations on the required Minimum Competency Level Unit Standards applicable to this position, or must complete the unit standards within an eighteen (18) months period from the date of appointment as provided for in GNR 1146 under GG 41996, dated 26 October 2018

Other Requirements: Proficient in at least two (2) of the three (3) official languages in the Western Cape.

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. **Only online applications will be accepted via the link: <https://bvmjobs.mcidirecthire.com>**
4. **When applying via the link above please ensure that you fill in all required fields.**
5. **Also attach an updated CV (Including details of at least three (3) contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, and covering letter.**
6. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement subject to probation per the Local Government: Municipal Staff Regulations.
7. **For enquiries contact the Human Resources Office at 023 348 4961** or by email address: jobs@bvm.gov.za
8. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
9. Fraudulent qualifications documentation will immediately disqualify any applicant.
10. If you have not heard from us within sixty (60) days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **09 February 2024 at 13:00**.

The Municipality reserves its right not to make an appointment.