

THEEWATERSKLOOF

Munisipaliteit * Municipality * uMasipala

Theewaterskloof Municipality currently awaits suitably qualified persons for appointment in the under – mentioned vacancy.

Please note: The position of Manager Supply Chain is being re-advertised. Applicants who previously applied **must** submit a new application in order to be considered.

MANAGER: SUPPLY CHAIN MANAGEMENT - CALEDON

Salary: Post level T15 – Between R576 672.00 p.a. to R748 584.00 p.a. plus a travel allowance of R13 032.30 per month subject to the conditions as stipulated in the Council's Travel Allowance Policy.

Requirements: The most eligible candidate must be in possession of a 3-year tertiary qualification preferably in SCM / Logistics / Procurement together with 8 years or more relevant experience covering all aspects of relevant SCM processes (**experience must be clearly stated in the application form**). Must be computer literate (MS Office). The most eligible candidate should also demonstrate proven visionary and strategic thinking skills and decision-making ability. Thorough knowledge of the Municipal Finance Management Act, Procurement Systems and the Preferential Act 2000 & BEEA. Excellent report writing skills, presentation skills and communication skills. A valid driver's license. Effective communication skills in at least two of the three official languages in the Western Cape, namely English, Afrikaans and Xhosa. The successful candidate if not already compliant with the Municipal Regulations on Minimum Competency Levels will be allowed 18 months from date of appointment to comply with the said regulations (**if compliant - please attach valid proof**).

Special conditions:

The prescribed application form **must** be accompanied with originally **certified copies** of the following documents before the closing date and time of this advertisement – Failure to attach the required certified documents will automatically disqualify an applicant.

- Originally Certified copy of Three (3) year tertiary qualification preferably in SCM / Logistics / Procurement
- Originally Certified copy of Driver's license
- Originally Certified copy of ID Document

Key Performance Areas: Manage the implementation of specific procedures, systems and controls associated with key functional areas embodied in the SCM Management structure * Oversee statutory compliance * Manage and control personnel performance, productivity and discipline within the SCM department * Implement the procurement policy and procedure * Ensure adherence to procurement policies and procedures and applicable legislation * Coordinate the tender process and the evaluation thereof * Liaise with finance to resolve any issues with regards to payment of goods and services * Ensure effective, efficient and economical procurement, storage, risk control * Administer the suspension of vendors and preferred providers * Monitor the procurement/Tender Committee i.e. Agenda preparation and submission of documents, minutes of meetings and proper record keeping of processes and documents * ensure that Council adhere to MFMA * other duties as requested from time to time.

Minimum Competency Framework

<p>Core Professional Competencies</p> <ul style="list-style-type: none"> - Problem Solving - Communication - Organizational Awareness - Conceptual Thinking - Negotiation and Influencing - Ethics and Professionalism - Project Management 	<p>Public Service Orientated competencies</p> <ul style="list-style-type: none"> - Interpersonal Relationships - Service Delivery Orientated - Client Orientated - Customer orientation and customer focus
<p>Personal Competencies</p> <ul style="list-style-type: none"> - Action and outcome orientated - Change readiness - Cognitive ability - Learning Oriented 	<p>Management / Leadership competencies</p> <ul style="list-style-type: none"> - Team Orientated - Impact and Influence - Direction setting

If you do not receive any feedback, within two (2) months after the closing date, kindly assume that your application was unsuccessful. The Council reserves the right not to make any appointment.



Theewaterskloof Municipality is committed to equal opportunity and affirmative action. Preference will be given to suitably qualified candidates who are members of the designated groups as defined in Section 1 of the Employment Equity Act.

W Hendricks, Acting Municipal Manager, P O Box 24, 10 Church Street, Caledon 7230

The council's offer includes benefits such as pension, medical aid and a group scheme as well as a 13th cheque, a housing-/ rental subsidy and settling of furniture removal cost under certain conditions.

Applicants must complete the prescribed application form (TWK Application form) accompanied by a detailed CV with originally certified copies of qualifications and ID document. Application forms must be forwarded to the Senior Manager: Human Resources, Theewaterskloof Municipality, and P O Box 24 Caledon 7230.

Shortlisted candidates will be subjected to a qualification verification, reference check and where necessary undergo screening and vetting.

Please note: No e-mailed, scanned or faxed applications will be accepted. Only original applications forms will be accepted.

Enquiries: Mr. A Riddles – Deputy Director Finance

Tel: 028 2143300

Canvassing will disqualify any candidate from being considered for appointment.

APPLICANTS WHO DO NOT COMPLETE THE PRESCRIBED APPLICATION FORM WILL AUTOMATICALLY BE DISQUALIFIED.

Closing date: 28 February 2025 at 12:00 pm. (no applications will be accepted or considered after the closing date)