



NOTICE 98 of 2023

The Oudtshoorn Local Municipality which includes the towns of Oudtshoorn, De Rust and Dysselsdorp is situated in the heart of the Little Karoo in the Western Cape. The Municipality strives to provide the best possible services and facilities to its residents, business community, industries, hospitality, and tourism sectors.

Candidates with at least the minimum requirements, necessary integrity and excellent track record may apply for the following position(s) to enhance the town's vision of prosperity for all. **Applicants with a criminal record check report not older than (six) 6 months are requested to attach the outcome report to their application. Applicants with no criminal record check report are requested to attach proof of application for criminal record check to their application.**

1 X SENIOR SCM PRACTITIONER: ACQUISITION & DEMAND MANAGEMENT: TENDERS

DIVISION: SUPPLY CHAIN MANAGEMENT

DEPARTMENT: FINANCIAL SERVICES

T12 (358 217,72 - 464 991,28)

STATION: OUDTSHOORN

REQUIREMENTS

- Relevant 3-year tertiary qualification in Supply Chain Management/Procurement or Logistics.
- 5 – 8 years relevant experience across SCM processes, including 2 years of supervisory experience.
- Compliance with the Municipal Regulations on Minimum Competency Levels [GNR. 493 published under GG. 29967 of June 2007 and as amended by GNR. 1146 published under GG. 41996 of 26 October 2018.
- Valid Code B driver's license.
- Basic computer literacy: MS Word/ Excel/ PowerPoint etc.
- Proficient in at least two (2) of the three (3) official languages of the Western Cape

KEY PERFORMANCE AREAS

- Maintains relationships with a service provider, vendors and contractors, consultants, officials and external stakeholders.
- Directing and managing the participation in meetings with internal and external stakeholders and providing information on specific Supply chain processes and procedures.
- Manage the process of tenders to ensure compliance with the applicable legislative framework.
- Provide input and assist the Auditors with investigations and provide relevant information to audit queries.
- Manage and control the process of ensuring that goods and services are not deliberately split merely to avoid complying with the provisions of the Supply Chain Management Policy.
- Administer the regular monitoring of compliance with the targets as set out in the Annual Procurement Plan (Demand Management Plan).
- Implement financial policies and systems to ensure efficient and effective demand management.
- Monitor and analyze the entire supply chain management process and applied procedures in terms of regulatory requirements to ensure conformity to legislation.
- Support and advise the Manager Supply Chain Management on supply chain control, procedures and processes to achieve the strategic objective and goals of the municipality.



- Developing, contributing and supporting the Manager Supply Chain Management with the implementation and maintenance of effective, efficient and transparent systems of internal control.
- Ensure that the tender register, deviation register, and objection register are up to date.
- Responsible for drafting monthly, quarterly and annual SCM reports in conjunction with SCM Manager.
- Ensuring the municipality's compliance with the legal requirements for the administration and management of contracts procured through the supply chain management system in terms of the Municipal Finance Management Act and related contract legislation.
- Guiding and advising project managers and other officials on the range of Formal tender processes, participating in, where requested, the planning and risk management of tenders – by applying knowledge and problem-solving skills, and planning critical paths of projects in consultation with user departments.
- Coordinating and controlling administrative sequences and mechanisms related to the compilation of tender documents, tender invitations, opening, registering and recording of bids in compliance with CIDB and DTI prescripts for the compilation of specifications.
- Monitoring and controlling the placement of bid advertisements in newspapers, the website, National Treasury e-Tender, CIDB i-tender, notice boards and other potential platforms.
- Reviewing and analyzing evaluation reports for submission to Committees and ensuring compliance with Supply Chain Management and related Policies, procedures and other relevant legislation.
- Serving as a member of bid committees as required. Bid Specification Committees, Bid Evaluation Committees and as Senior SCM Practitioner on the Bid Adjudication Committees if the SCM Manager is not available
- Must be prepared to work after hours.
- Minimum competency requirements (if not must be obtained within 18 months of appointment)
- Understanding of municipal finance management environment and the service delivery role of local government.
- An understanding of the integrated nature of an effective municipal administration.
- Knowledge of municipal government and administration, statutory and regulatory environment
- In-depth knowledge of Supply Chain Management in local government.
- Excellent numerical and analytical skills
- High level of responsibility.
- Must be able to work under pressure
- Accuracy and ability to give attention to detail.
- Perform any reasonable instruction from the supervisor.

COMPETENCIES

- Core professional competencies: oral communication, written communication, organizational awareness, problem-solving, planning and organizing.
- 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: direction setting, impact and influence, team orientation, coaching and mentoring.

Candidates must be willing to be subjected to an interview, practical and/or written assessment. They must also be aware that previous employers and references may be contacted and their qualifications, credit and criminal records be verified.

BENEFITS:

The Council offers competitive benefits such as a housing subsidy, a thirteenth cheque, a pension fund, medical aid fund, a study assistance scheme and the transport of furniture under certain conditions.

The application must be on the official application form of the Oudtshoorn Municipality and a covering letter accompanied by a comprehensive curriculum vitae and certified copies of qualifications and identity documents (not older than three (3) months) as well as particulars of at least three contactable references, must be submitted to: **Chief HR Officer: Support Services, Department Corporate Services, P.O. Box 255, Oudtshoorn, 6620 (submit applications to Recruitment & Selection section, across typing pool), Oudtshoorn Municipality, Voortrekker Road, Oudtshoorn. Application forms can be downloaded from our website, www.oudtshoorn.gov.za.** Please note that there is an error on our website with regard to submitting applications via the website.

CLOSING DATE: 12 May 2023 at 12:00

Please Note: Canvassing will result in automatic disqualification. If you have not been contacted within 30 working days after the closing date of this advertisement, you may assume that your application was unsuccessful. Curriculum vitae will not be returned. Council will make appointments in line with its employment equity plan and also reserves the right not to make an appointment. No applications sent via e-mail or fax will be considered.

MR W HENDRICKS

ACTING MUNICIPAL MANAGER

Date published: 27 & 28 April 2023