



NOTICE 178 OF 2023

The Oudtshoorn Local Municipality which includes the towns of Oudtshoorn, De Rust and Dyssseldorp 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 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 SCM PRACTITIONER: COMPLIANCE & CONTRACT ADMINISTRATION
DIVISION: SUPPLY CHAIN MANAGEMENT
DEPARTMENT: FINANCIAL SERVICES
T10 (270 897 - R351 624)
STATION: OUDTSHOORN

REQUIREMENTS

- Three-year tertiary Diploma/Degree in Financial Management/Supply Chain Management or Logistics Management (NQF 6 - Full Credits)
- 2 years of relevant experience in Supply Chain Management, Logistics or Financial Management
- Valid Code B driver's license is not needed but will be an added advantage
- Computer literacy in (MS Word and Excel)
- Excellent numerical skills
- Analytical skills
- High level of responsibility
- Must be able to work under pressure
- Accuracy and ability to give attention to detail
- Must be able to function independently
- Willingness to obtain minimum competency certificate as prescribed by government gazette
- Proficient in at least two (2) of the three (3) official languages of the Western Cape

KEY PERFORMANCE AREAS

- Supporting the development and implementation of the Council's contract management and supplier performance strategy
- Communicating with the immediate superior on specific aspects of Contract Legislation and Supply Chain Management Policy and processes, clarifying understanding and implementation



approach, outcomes, and performance measures

- Communicating with the immediate superior on specific aspects of contract administration and management processes, clarifying understanding and implementation approach, outcomes, and performance measures
- Aligning information systems, applications, work processes and role boundaries to support functional outcomes related to the administration of contracts procured in terms of the SCM Legislation
- Providing guidance to officials on the interpretation of procedures, application and communication sequences associated with the Contract Management cycle etc. comply with laid down policies, regulations and procedures
- Coordinating the due diligence processes required for long-term contracts in terms of Section 33 of the MFMA within the required deadlines
- Coordinating the due diligence processes required for transversal contracts with other organs of state in terms of Regulation 32 of the SCM Regulations
- Coordinating the due diligence processes required for the extension of contracts in terms of Section 116(3) of the MFMA, within the required deadlines
- Coordinating the processes required for contracts excluded from the requirements of the SCM Policy, in terms of the MFMA
- Coordinating the processes required for Public Private Partnership contracts in terms of Section 120 of the MFMA and the PP Regulations, within the required deadlines
- Ensuring reporting requirements for these specialist contracting arrangements are met in terms of the MFMA, as well as SCM and the PPP Regulations
- Drafting of and arranging approval of the notices informing the public where required in terms of the relevant MFMA requirements, in compliance with the Municipal Systems Act

COMPETENCIES:

Core Professional competencies: written communication, oral communication, attention to detail, influencing, ethics and professionalism, organizational awareness, problem-solving, planning and organizing

Functional competencies: business processes, use of technology, data processing & analysis

Public service orientation competencies: interpersonal relationships, communication, service delivery orientation, client orientation and customer focus

Personal competencies: action orientation, resilience, change readiness, cognitive ability learning orientation



Management/Leadership competencies: impact and influence, team orientation, direction setting, 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), Oudtshoorn Municipality, Voortrekker Road, Oudtshoorn. Application forms can be downloaded from our website, www.oudtshoorn.gov.za.

CLOSING DATE: 04 August 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/late applications will not be considered.

**MR W HENDRICKS
MUNICIPAL MANAGER**

Date published: 20, 21 & 22 July 2023