

# **JOE GQABI DISTRICT MUNICIPALITY**

## **NOTICE NO. 18/2024**

The Joe Gqabi District Municipality is a Category 4 Municipality, with its seat in Barkly East and covers the area of Walter Sisulu (Burgersdorp, Steynsburg and Venterstad, Maletswai and James Calata), Senqu (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and Elundini (Ugie, Nqanqarhu, Tlokoeng and the rural part of Tsolo and Qumbu).

**Applications from suitably qualified candidates are invited for the following position:**

**CONTRACT MANAGEMENT & VENDOR PERFORMANCE CO –ORDINATOR.**

**(Task Grade 12 of a Category 4 Local Authority)**

### **REMUNERATION**

An amount of **R377 561.00** per annum is on offer.

### **FRINGE BENEFITS**

Normal fringe benefits include leave, membership to a group life scheme, housing / rent subsidy on certain conditions, pension/provident fund, membership to a medical aid scheme subsidised by Council.

### **REQUIREMENTS:**

- Grade 12
- Bachelor's Degree in Law
- Computer Literacy.
- At least (4) year's relevant experience.
- A Valid Driver's license (minimum code EB) is essential.

### **CORE COMPETENCIES**

- Inputting into the development and review of the division's, policies, administrative systems, and procedures.
- Analysing the applicability of the current policies, administrative systems, and procedures, relevant legislative framework and guidelines, drafting the input specifying the identified gaps, and submitting it to the immediate superior for further action.
- Supporting the immediate superior when presenting the division's policies, and strategy to the stakeholders by responding to technical questions that are specific to the key performance and results indicators of the section.
- Coordinating drafting service provider or supplier appointment letters and giving same to

immediate superior for signature.

- Completing the contracts and service level agreements (SLA) templates with the required information for signing by the bidders who have been awarded the bids by considering information relating to the conditions of the approval of the bid by the Bid Adjudication Committee (BAC), and in consultation with the user departments and forwarding them to the immediate superior for further action.
- Facilitating the signing of contracts and/or service level agreements (SLA) by the appointed bidders and the municipality and forwarding the signed ones to the immediate superior for further action.
- Verifying invoices and payment certificates from the user departments together with the details relating to contracts (e.g., project phase, and amount) on the requisition.
- Verifying the completeness of the invoices with an approved checklist.
- Processing the invoices such as the pricing schedule/ cash flow projection, deliverables on the project, period of the project, etc.
- Identifying and recording error trends during invoicing and assisting user departments in rectifying these errors.
- Categorising vendor contracts according to their level of management and monitoring intervention required following the policy guidelines and procedure forwarding them to the immediate superior for further action.
- Compiling vendor performance monitoring plan for each vendor contract and category using the scheduled milestones and targets found in the Service Level Agreements (SLAs) and/or contracts and forwarding it to the immediate superior for further action.
- Tracking milestones throughout the contract focusing on performance and output checking if everything is proceeding on schedule and that any issues or problems can be addressed quickly with both the contractor and the user department, writing, and submitting performance reports to the immediate superior for further action.
- Conducting ad-hoc performance reviews where non-performance and unsatisfactory performance is identified outside of the scheduled vendor performance review process, writing ad hoc performance reports, and submitting them to the immediate superior for further action.
- Compiling monthly evaluation reports and including the evaluation information from the user departments.
- Consulting and discussing with the immediate superior training requirements of personnel in the section and for inclusion in the consolidated Skills Development Plan of the department.
- Supervising personnel, providing on-the-job support, guidance, and coaching.

- Monitoring the adequacy of current training interventions through the evaluation of competency demonstrated in workplace application and preparing assessment and progress reports.
- Compiling and submitting all standard and non-standard reports of the sub-section by accessing all required data/statistics through requests and or accessing same via the relevant information system.
- Contributing to the municipal developmental objectives of giving support to enterprises by structuring appropriate administrative business support interventions to targeted enterprises and submitting them to the immediate superior for further action.
- Coordinating and supervising the circulation to user departments of the complete contract registers and a register of contracts that will expire in 6 months from the end of each quarter.
- Checking and verifying minutes and resolutions of meetings/sessions and forwarding them to the immediate superior for further action.
- Supervising the distribution of vendor performance monitoring and evaluation meetings agendas, approved minutes, and resolutions to the stakeholders.
- Responding to queries and correspondence by extracting required data, compiling appropriate responses, and submitting responses to the immediate superior for processing.
- Formulating responses to audit queries regarding issues raised in the operations of the sub-section and submitting a response and accompanying documentation to the immediate superior for processing.
- Compiling performance reports referring to statistical data and qualitative information relating to the section's performance and results indicators, and forwarding them to the immediate superior for attention
- Any other duties as reasonably delegated by Management and as outlined in the job description linked to this position.

Kindly submit a detailed CV together with a prescribed application form and relevant valid certificates and documents to the attention of the Manager: Human Resources or alternatively electronically apply via e-mail on [recruitment@igdm.gov.za](mailto:recruitment@igdm.gov.za). No faxed or late applications will be accepted. Canvassing and/or lobbying of a Councilor and officials will not be accepted and non-compliance thereof shall immediately disqualify any applicant.

***Please note that non-completion of the official Joe Gqabi District Municipality Application for Employment Form will immediately disqualify any applicant. The Senior Management Application Form and the Z83 application form will also not be accepted. The relevant form is obtainable from the Human Resources Section at the Barkly East Offices of the Joe Gqabi District Municipality and can also be downloaded from <http://www.igdm.gov.za/>.***

Should you not receive any response within two (2) months after the closing date, please accept that your application was unsuccessful. Applications to be sent to or handed in at the address below:


**ATTENTION: MANAGER: HUMAN RESOURCES AND LABOUR RELATIONS**

MR M.P NONJOLA  
Municipal Manager  
Joe Gqabi District Municipality  
Cnr Cole and Graham Street  
Private Bag X102  
BARKLY EAST  
9786

**ENQUIRIES: THEMBISA TOTO**

Tel No: (045) 979 3039  
File No: 4/6/3/8

**CLOSING DATE: 23 FEBRUARY 2024**

  
Approved  
2024/01/30