

JOE GQABI DISTRICT MUNICIPALITY

NOTICE NO 16/2024

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, Mount Fletcher and the rural part of Tsolo and Qumbu).

RE-ADVERTISEMENT *(All applicants who previously applied for the position need not to re-apply)*

APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES ARE INVITED FOR THE FOLLOWING POSITION:

SUPPLIER MANAGEMENT CONTROLLER

(Task Grade 9 of a Category 4 Local Authority)

REMUNERATION

An annual salary of **R240 605** 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 and membership to a medical aid scheme subsidised by Council.

REQUIREMENTS

- Grade 12 or equivalent.
- Computer literacy in MS Word, Excel and PowerPoint packages are essential.
- At least three (3) years' experience within a municipal supply chain management environment.
- Working knowledge and experience in operating SAMRAS will serve as an added advantage.
- At least two years municipal exposure.

REQUIRED COMPETENCIES

- Excellent Communication Skills and telephone etiquette.
- Planning and organising skills
- Team builder and player
- Customer focused person

- Attention to detail
- Deadline orientated
- Functional contact with staff at all levels and with the public
- Required to work with computer, printer, calculator, telephones, facsimile and Photostat machines.

CORE RESPONSIBILITIES

- Conducting awareness campaigns regarding supply chain management issues, by compiling advertisements in order to educate suppliers about the necessity and importance to register on the municipal database.
- Arranging easily accessible registration drives, by visiting strategic areas and taking all relevant documentation, in order to facilitate the process of supplier registrations
- Inputting all supplier database required information onto the SAMRAS controlled database as per the prescribed information and scanning in of all relevant data, in order to facilitate easy access to and ongoing record of required information.
- Verification of all CIPRO registrations by accessing or contacting the CIPRO.
- Auditing the database quarterly in order to ascertain at which point the VAT and Tax forms will become invalid.
- Compiling monthly reports which reflect activity in respect of the database, detail of suppliers used (to facilitate rotation) and general statistics for reporting purposes.
- Advising enquiring parties on all aspects of Supply Chain Management procedures and the manner in which: bids, tenders, adjudication of tenders, timeframes and the like are required to be handled/processed.
- Accessing the SAMRAS system in order to be able to provide detail and advice regarding progress on tenders.
- Providing advice to suppliers and officials in respect of payment of suppliers by accessing data through the SAMRAS system and establishing at what point the payment process is at
- Providing officials with the contact detail of potential suppliers after identifying them on a SAMRAS search, in order to ensure that correct Supply Chain Management procedures are followed, and to ensure that supplier rotation occurs.
- Any other duty as reasonably delegated by management and as contained in the relevant job description for 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 email on recruitment@jqdm.gov.za. **No faxed or late applications will be accepted.** Canvassing and/or lobbying of 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 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.jgdm.gov.za/>.

"The Joe Gqabi District Municipality is committed to Employment Equity and to the creation of a working environment that is welcoming of all applicants. We particularly encourage applications from Women, Africans and Persons with disability as well as members of the Joe Gqabi District Communities"

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
Cnr Cole and Graham Street
Private Bag X102
Barkly East
9786

ENQUIRIES: THEMBISA TOTO

Tel No: (045) 979 3175
File No: 4/6/3/8

CLOSING DATE: 23 FEBRUARY 2023


Approved
2024/01/25