

JOE GQABI DISTRICT MUNICIPALITY

NOTICE NO 61/2024

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

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.
- National Diploma in Supply Chain Management / Relevant Equivalent (NQF Level 6).
- Computer literacy in MS Word, Excel and PowerPoint packages are essential.
- At least three (3) years' experience within a municipal supply chain management environment.
- 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

- Inviting businesses to an information sharing session educating them on the supply chain management policies and processes, answering their questions, and explaining all matters requiring clarity;
- Inviting businesses, through media approved by the municipality, to register as suppliers, service providers, and contractors on the Municipal Supplier Database, and existing suppliers and service providers to update or provide the Municipality with new and relevant information;
- Providing the prospective suppliers and service providers with database registration forms;
- Checking the availability of the following required documents and detailed information from the submitted completed database registration forms.
- Requesting the missing information from the business owners where information has not been provided before registration on the database.
- Inputting all supplier database required information onto the municipal database system, and scanning in the system all the relevant documents accompanying the submitted database registration application forms;
- Verifying the status of all service providers, contractors, and supplier registrations by accessing or contacting the SARS and CIPRO Websites to authenticate their tax and company registration;
- Rejecting supplier database registration applications that do not meet the database registration criteria;
- Filing and maintaining all documentation received from the potential suppliers, service providers, and contractors per the municipal filing system and records management policy;
- Auditing the database checking the validity of the registered suppliers' VAT and if not, formally requesting VAT clearance from the supplier, telephonically and /or in writing, and updating the database on receipt of the updated data.
- Compiling monthly reports reflecting details and statistics relating to the service providers and suppliers that have been utilised by the municipality and forwarding reports to the immediate superior for further action.
- Attending to telephonic or written queries regarding Supply Chain Management processes and registrations;
- Advising enquiring parties on all aspects of Supply Chain Management procedures and the way bids, tenders, adjudication of tenders and timeframes must be handled;
- Responding to enquiries regarding details on progress relating to tenders by accessing tender information on the municipal database system;

- Advising enquiring suppliers and officials on the stage and status of payment for suppliers by accessing data on the municipal database system;
- Providing officials with the contact details of potential suppliers by accessing and searching the municipal database system, identifying suppliers that must be contacted on a rotational basis.
- 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 copies of relevant certified certificates and documents to the attention of the manager Human Resources or alternatively electronically apply via email on recruitment@jgdm.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: B.F PHETHOHA

Tel No: (045) 979 3039 / 0765078541
File No: 4/6/3/8

CLOSING DATE: MONDAY, 06 MAY 2024


2024/04/22
Approved