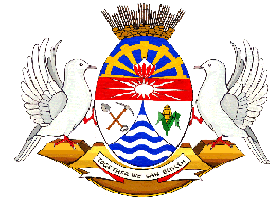


**ADVERTISEMENT  
INTERNAL/EXTERNAL  
LEJWELEPUTSWA DISTRICT MUNICIPALITY**



Lejweleputswa District Municipality hereby invites suitable and qualified individuals to apply for the **INTERNAL/ EXTERNAL** under mentioned position.

Lejweleputswa District Municipality subscribes and promotes the principles of the Employment Equity Act, as such Affirmative Action measures and Employment Equity Targets will be considered when appointments are made.

In terms of its Employment Equity Plan, the Lejweleputswa District Municipality is committed to employment practices that redress past imbalances in respect of race, gender, creed and disability, and as such the relevant policy will be considered during selection and placement. Persons with a disability are encouraged to apply, unless otherwise stated in the advertisement.

**Employment Equity preference:** Applications are invited from suitably qualified persons for appointment to the under-mentioned position.

Candidates who wish to be considered for a post, must post/or hand deliver their applications and completed, comprehensive CV's directly to the Municipal Manager Lejweleputswa District Municipality.

Certified copies of highest educational qualifications must accompany the application. Please note that if you do not receive any correspondence from the Municipality, regarding your application, within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.

**DEPARTMENT: FINANCIAL SERVICES**

**SENIOR SCM PRACTITIONER: DEMAND, ACQUISITION, CONTRACT AND COMPLIANCE  
MANAGEMENT X1 (POST LEVEL 6)  
(REF: FS/SSP)**

**QUALIFICATIONS AND EXPERIENCE:** • B Degree in Logistics or Supply Chain Management NQF 7 or Equivalent • Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed, will be an added advantage • 3 years' relevant experience in a Local Government environment.

**REQUIREMENTS AND SKILLS** • Computer literacy in MS Office Applications with advanced MS Word & Excel • Knowledge of the SAMRAS Enterprise Management System will be an added advantageous • Valid Code B driver's license • Proficiency in at least 2 of the official languages (read, write and speak) • Numerical accuracy and attention to detail • Knowledge of the Municipal Finance Management Act, Supply Chain Management Policies and relevant legislative requirements • Excellent organizational and administrative skills • Excellent analytic and problem solving ability • High level of integrity, responsibility and confidentiality • Good communication and negotiation skills • Have ability to give attention to detail and be able to work under pressure • Willingness to work after normal working hours and during emergencies.

**FUNCTIONS & RESPONSIBILITIES:** Co-Ordinate and control the key performance and result indicators associated with Demand Planning and Forecasting, Acquisition Management, Contract and Compliance Management • Participate in and contribute to the development of Policies and Standard Operating Procedures • Administration of the registration, vetting & development of suppliers / service providers • Coordinate the

Administration of the Bid Committee System • Administrates the implementation of the Infrastructure Procurement Policy • Coordinate contract management & administration processes • Administrates and control Vendor Performance for all central procurement up to R200 000 • Review prescribed procurement practices, requisitions and orders for approval • Administrates access control on the financial management system in terms of delegations, authorisations and segregation of duties • Administrates the good corporate governance and procurement risks within SCM processes • Coordinates the pre-Audit review process and provide input on findings • Attends to and controls tasks/activities associated with personnel performance, productivity and discipline • Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality • Draft and compile compliance reports for submission to Management and Council • Keeping abreast of developments, emerging trends and latest technologies in the profession.

**SCM PRACTITIONER: DEMAND, ACQUISITION, CONTRACT AND COMPLIANCE  
MANAGEMENT X 2 (POST LEVEL 8)  
(REF: FS/SP)**

**QUALIFICATIONS AND EXPERIENCE:** A recognized National Diploma in Commerce or in Supply Chain/Logistics Management or equivalent • Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed, will be an added advantage • 2 years' experience in Supply Chain Management.

**REQUIREMENTS AND SKILLS** • Computer literacy in MS Office Applications with advanced MS Word & Excel • Knowledge of the SAMRAS Enterprise Management System will be an added advantageous • Valid Code B driver's license • Proficiency in at least 2 of the official languages (read, write and speak) • Numerical accuracy and attention to detail • Knowledge of the Municipal Finance Management Act, Supply Chain Management Policies and relevant legislative requirements • Excellent organizational and administrative skills • Excellent analytic and problem solving ability • High level of integrity, responsibility and confidentiality • Good communication and negotiation skills • Have ability to give attention to detail and be able to work under pressure • Willingness to work after normal working hours and during emergencies.

**FUNCTIONS & RESPONSIBILITIES:** Co-Ordinate and control the key performance and result indicators associated with Demand Planning and Forecasting, Acquisition Management, Contract and Compliance Management • Participate in and contribute to the development of Policies and Standard Operating Procedures • Administration of the registration, vetting & development of suppliers / service providers • Coordinate the Administration of the Bid Committee System • Administrates the implementation of the Infrastructure Procurement Policy • Coordinate contract management & administration processes • Administrates and control Vendor Performance for all central procurement up to R200 000 • Review prescribed procurement practices, requisitions and orders for approval • Administrates access control on the financial management system in terms of delegations, authorisations and segregation of duties • Administrates the good corporate governance and procurement risks within SCM processes • Coordinates the pre-Audit review process and provide input on findings • Attends to and controls tasks/activities associated with personnel performance, productivity and discipline • Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality • Draft and compile compliance reports for submission to Management and Council • Keeping abreast of developments, emerging trends and latest technologies in the profession.

## PROCUREMENT AND BID COMPLIANCE OFFICER X 1 (POST LEVEL 8)

(REF: FS/P&BCO)

**QUALIFICATIONS AND EXPERIENCE:** A recognized National Diploma in Commerce or in Supply Chain/Logistics Management or equivalent • Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed, will be an added advantage • 2 years' experience in Supply Chain Management.

**REQUIREMENTS AND SKILLS** • Computer literacy in MS Office Applications with advanced MS Word & Excel • Knowledge of the SAMRAS Enterprise Management System will be an added advantageous • Valid Code B driver's license • Proficiency in at least 2 of the official languages (read, write and speak) • Numerical accuracy and attention to detail • Knowledge of the Municipal Finance Management Act, Supply Chain Management Policies and relevant legislative requirements • Excellent organizational and administrative skills • Excellent analytic and problem solving ability • High level of integrity, responsibility and confidentiality • Good communication and negotiation skills • Have ability to give attention to detail and be able to work under pressure • Willingness to work after normal working hours and during emergencies.

**FUNCTIONS & RESPONSIBILITIES:** Co-Ordinate and control the key performance and result indicators associated with Demand Planning and Forecasting, Acquisition Management, Contract and Compliance Management • Participate in and contribute to the development of Policies and Standard Operating Procedures • Administration of the registration, vetting & development of suppliers / service providers • Coordinate the Administration of the Bid Committee System • Administrates the implementation of the Infrastructure Procurement Policy • Coordinate contract management & administration processes • Review prescribed procurement practices, requisitions and orders for approval • Administrates the good corporate governance and procurement risks within SCM processes • Coordinates the pre-Audit review process and provide input on findings • Attends to and controls tasks/activities associated with personnel performance, productivity and discipline • Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality • Draft and compile compliance reports for submission to Management and Council • Keeping abreast of developments, emerging trends and latest technologies in the profession.

## LOGISTICS OFFICER X 2 (POST LEVEL 10)

(REF: FS/LO)

**QUALIFICATIONS AND EXPERIENCE:** A higher Certificate in Logistics Management (NGF Level 5) or equivalent • Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed, will be an added advantage • 2 years' experience in Supply Chain Management or Warehouse environment (Stores).

**REQUIREMENTS AND SKILLS** • Computer literacy in MS Office Applications with advanced MS Word & Excel • Valid Code B driver's license • Proficiency in at least 2 of the official languages (read, write and speak) • Numerical accuracy and attention to detail • Knowledge of the Municipal Finance Management Act, Supply Chain Management Policies and relevant legislative requirements • Excellent organizational and administrative skills • Excellent analytic and problem solving ability • High level of integrity, responsibility and confidentiality • Good communication and negotiation skills • Have ability to give attention to detail and be able to work under pressure • Willingness to work after normal working hours and during emergencies.

- **FUNCTIONS & RESPONSIBILITIES:** Manage the Storage of all incoming stock and returns, to confirm their quality and quantity with the purchase order • Maintain efficient filing system • Proper storage and protection of stock from theft and other risks • Introduce all stock procured into the municipality's inventory system. • Prepare reports on stock levels on a routine and ad-hoc basis • Maintain appropriate documentation for audit purposes • Timely prepare material for issue to various departments against stock requisitions. • Perform physical inventory count of all stores at periodical intervals Perform any ad-hoc duties • Perform any ad-hoc duties.

**Please note:** Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application unsuccessful. It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualification Authority (SAQA) and to attach proof thereof. The Municipality subscribes to and promotes the principles of employment equity and affirmative action.

**Interested persons meeting the above-mentioned requirements are requested to complete Lejweleputswa District Municipality application form for employment (found on our website, <https://lejweleputswa.co.za/quarterly-reports-vacancies/>), together with a comprehensive Curriculum Vitae (CV), certified copies of qualifications and driver's license to the Municipal Manager, Ms. PME Kaota, Lejweleputswa District Municipality, PO Box 2163, Welkom 9460, or hand deliver applications at the Municipal Building, corner Tempest & Jan Hofmeyer Roads, Jim Fouche Park, Welkom 9460.**

**Please note that CV's received after the closing date will not be considered.  
Faxed, e-mailed and late applications will not be considered.**

**General Enquiries:** Executive Manager Corporate Services

**Email:** [hodcorporateservices@lejwe.co.za](mailto:hodcorporateservices@lejwe.co.za) / [nelisa@lejwe.co.za](mailto:nelisa@lejwe.co.za) / [selina@lejwe.co.za](mailto:selina@lejwe.co.za)

**Work-related Enquiries:** Office of the Chief Financial Officer

**Email:** [pitsopk@lejwe.co.za](mailto:pitsopk@lejwe.co.za) / [cathy@lejwe.co.za](mailto:cathy@lejwe.co.za)

**Closing date for submission of applications: Friday, 25 February 2022 before 13h00PM.**

**PME KAOTA  
MUNICIPAL MANAGER**