



EXTERNAL VACANCY

The **OVERBERG DISTRICT MUNICIPALITY** has the following vacancy in the Directorate: Finance, Department Supply Chain Management and Assets, to be filled permanently as soon as possible.

ACCOUNTANT: SUPPLY CHAIN MANAGEMENT (1 X BREDASDORP)

Requirements: A relevant 3 year tertiary qualification, preferably a National Diploma or B Com Degree in Financial/ Supply Chain Management/ Logistic/ Procurement. 2-5 Years supply chain management – competitive bidding, experience within a municipal environment required. Computer Literacy: MS Office. A Valid Code B driver's licence.

Other requirements: Ability to conduct work according to prescribed norms and standards under the general direction of the Manager. Good understanding of demand planning, procurement processes, logistics and supplier management. Good understanding of applicable local government legislation (e.g. MSA, MFMA, PPPFA, etc. and as amended) and relevant National Treasury and other relevant national/ provincial government regulations. Good understanding of SCM policy and supporting guidelines. High level of responsibility, attention to detail and the ability to work under pressure. Applicants must be literate in at least two of the three official languages of the Western Cape.

Responsibilities/ Duties: Co-ordinate to implementation of functional procedures, systems and controls associated with key performance areas and result indicators. Administer, co-ordinate and control tasks/activities associated with, controlling personnel performance, productivity and discipline. Execute applications with respect to establishing the requirements against available resources. Execute applications associated with acquisition and appointment processes. Receive requests for new tenders from different departments, allocate tender numbers and update the register. Administer bid evaluation committee report for the Bid Adjudication Committee. Link requirements with available budgets, facilitate all bidding processes and apply demand management system and procedures. Arrange bid committee meetings. Handle queries and objections. Ensure all information is recorded and kept correctly for auditing purposes. Update tender register regularly. Handle queries from departments, bidders and consultants. Interact, communicate and maintain a good working relationship with service providers, vendors and contractors. Attend to specific administrative recording and reporting requirements.

The competency level for this position is a level 2 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
<ul style="list-style-type: none"> Oral Communication Written Communication Organisational awareness Problem solving Planning and organising 	<ul style="list-style-type: none"> Procurement and Tenders Information Management Task management Project Management Financial Process Management 	<ul style="list-style-type: none"> Interpersonal relationships Communication Service delivery orientation 	<ul style="list-style-type: none"> Action and outcome Orientation Resilience Ethics and Accountability 	<ul style="list-style-type: none"> Impact and Influence Team Orientation Direction setting Coaching and Mentoring

Job related enquiries Ms D Kapot-Witbooi at (028 425 1157)

Salary: T-12= R 377 580 – R 490 116 per annum plus the normal fringe benefits of a Local Authority.

Closing date: 07 May 2024

All applications must be submitted on the prescribed ODM application form, (found on www.odm.org.za) together with a detailed CV, certified copies of original qualifications, ID document and driver's licence, the names of three references from current and previous employers including their current e-mail addresses. All documents are to be returned to the Department: Human Resources, 26 Long Street, Bredasdorp 7280, for attention Ms Anita August or emailed to aaugust@odm.org.za. Incomplete and late applications and applications with no proof of requirements will not be processed or considered.

Please note:

- Overberg District Municipality is committed to Equal Opportunity. Candidates from designated groups, including those with disabilities, are encouraged to apply.
- It would be expected of candidates to be subjected to evaluations and that previous and current employers, as well as references, will be contacted. Verification will be done on qualifications, criminal and credit records.
- Overberg District Municipality complies with the Protection of Personal Information Act (POPIA), Act 4 of 2013. Applicants agree that their personal information may be recorded and processed by the Municipality.
- If no notification is received within 90 days, please regard your application as unsuccessful. The right not to make an appointment or to re-advertise is reserved by council.
- The permanent appointment includes the signing of an employment contract, declaration of interest and performance agreement.
- The appointed employee will be appointed on a minimum probationary period of three months and a maximum probationary period of twelve months.