



KGATELOPELE MUNICIPALITY

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant positions:

APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATIONS FOR THE FOLLOWING VACANT POSITIONS

POST: SUPPLY CHAIN ACQUISITION OFFICER
DEPARTMENT: BUDGET & TREASURY OFFICE

REFERENCE NO: KLM 15/2022/2023) ANNUAL REMUNERATION WIL BE ON A TASK 10 (R 259 648)

REQUIREMENTS AND QUALIFICATIONS

- Senior Certificate (Grade 12) Plus,
- Degree/National Diploma in Financial Management/Supply Chain Management/Commerce/Purchasing or equivalent.
- A minimum of 3 to 5 years' experience in the Supply Chain Management environment.
- Proven experience in the field of Local Government Finance, Procurement and Tender Management

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED

- Knowledge of Treasury regulations, Municipal Finance Management Act and Public Finance Management Act.
- Knowledge of SCM Preferential Procurement Regulations
- Promotion of Access of information Act.
- Computer Literate with proficiency in MS Office software applications
- Research and analysis, report writing and general writing
- Problem solving, decision making, risk management
- Excellent organisational and administrative abilities
- High level of ethical conduct
- A high level of discipline, responsibility, confidentiality and accuracy is required
- Good communication and analytic skills.



KEY PERFORMANCE AREAS

- Applying appropriate procedures and bid systems to solicit responses in the form of quotations from suppliers/ vendors or service providers.
- Compile detailed bidding documents with adequate information for prospective bidder to prepare goods and services to be provided.
- Ensure invitation of Quotations from supplies is in the accordance with SCM delegations.
- Evaluate quotations to ensure that they are in accordance with the criteria.
- Ensure that proper contract documents are signed.
- Oversee the management of logistics operations
- Ensure compliance with Departmental SCM policy framework, practice notes, treasury regulations and standard operating procedures
- Conduct internal audit and risk management within the area of responsibility and ensure compliance with policy and guidelines.
- Analyse the nature of the goods and services that must be procured, and based on the results of supplies analysis, identify the optimal acquisition process to be followed in terms of the preferential procurement regulation.
- Control and performs tasks/ activities with the application of specific Supply Chain Management procedures associated with the procuring of products and/or specific services.
- Expediting orders by applying the appropriate processes to create procurement orders
- Perform supplier audits and evaluations by interacting with suppliers/ vendors and evaluates and determines conformity with Supply Chain Management Policy and Guidelines and the Central Supplier Database.
- Processing of procurement requisitions on the Financial Management Systems
- Attends to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality.
- Keep abreast of latest legislative changes, developments and emerging trends in the profession



POST: MOTOR REGISTRATION OFFICER
DEPARTMENT: TECHNICAL, INFRASTRUCTURE AND COMMUNITY SERVICES

REFERENCE NO: KLM 16/2022/2023) ANNUAL REMUNERATION WILL BE ON A TASK 6 (R 150 487)

REQUIREMENTS AND QUALIFICATIONS

- Grade 12 Certificate (Matric) and E-Natis Certificate
- One – three (1 – 3) years' experience in a similar environment

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED

- Computer literacy (MS Office Applications).
- Good human relations, interpersonal, analytical and communication skills.
- Ability to give attention to detail in terms of reading and writing.
- High level of responsibility.
- Ability to work under pressure, after normal working hours, during emergencies and planned overtime.

KEY PERFORMANCE AREAS

- Attends to the processing of vehicle licensing and registration applications in accordance with E-NATIS procedures.
- Performs various administration and cashier duties.
- Performs tasks/activities associated with the receiving and receipting of payments.
- Reconcile payments and cash deposits against transactional information/statements prior to forwarding for depositing.
- Provide information and explanations to general enquiries related to vehicle licensing and registrations.
- Attends to procedural administrative requirements, record keeping and reporting deadlines.



FINANCIAL INTEREST

- Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he or she, after being appointed decline to accept the appointment.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable is required.
- No fax or e-mailed applications will be considered, applications received after the closing date indicated below will not be accepted.

Applications can be posted to The Municipal Manager

Attention: Adv. W Blundin
Kgatelopele Municipality
P.O. Box 43
DANIELSKUIL
8405

Or can be hand delivered at:

Kgatelopele Municipality at the Human Resource Management Office.

Enquiries may be directed to Acting Senior Human Resource Management Officer
Ms. N Sebella (053) 384 0101 during office hours between 07:30 am – 16:45pm Monday to
Thursdays and Fridays till 15:30pm.

CLOSING DATE: 21 April 2023 at 12:00pm no late applications will be accepted.