



UPHONGOLO LOCAL MUNICIPALITY

UPhongolo Local Municipality invites suitable qualified and experienced candidates to fill the following vacancy:

PROCUREMENT OFFICER X2

Salary Scale: Task Grade 11 of a Category 2 Local Authority (R266 521, 20-R345 957, 24 pa)

KEY REQUIREMENTS: Grade 12. National Diploma/BCom in Supply Chain Management or Accounting. Minimum of 2 years' relevant experience in municipal environment, Computer literacy. Supervisory skills, Leadership skills, People Orientation skills, Negotiation skills, Communication skills and Decision making skills. Possession of CPMD/MFMP certificate will be an added advantage.

KEY PERFORMANCE AREAS: Co-ordinates and controls processes associated with the procurement of certain goods or services. Communicating /interacting with personnel across various departments in respect of specific requirements and priorities. Receiving and verifying information recorded on requisition forms (vote numbers, specifications, etc.). Processing information to the system and allocating order numbers. Obtain quotations in accordance with guidelines stipulated in the municipal Supply Chain Management Policy. Checking quoted prices and specifications against requisitions/requirements of the departments. Interacting with supplier representatives and resolving aspects pertaining to quality, discounts and delivery lead times. Obtaining samples of alternative/substitute products and forwarding to departments for approval prior to confirmation. Generating specific reports detailing outstanding/back orders and re-order status and analyzing inventory schedules to determine critical needs. Preparing reports detailing the status of suppliers/vendors engage with councils in respect of quality service, evaluations of the formal quotation that fall within supply chain unit. Preparing the documents that have invoices for payment.

For further particulars and application form can be obtained from Human Resources Section: Corporate Services Department, Telephone: (034) 413 1223 or website: www.uphongolo.gov.za/official_site. Enquiries can be directed to Human Resources Section, Telephone: (034) 4131 223 ext. 123.

Applications and CV's including certified copies of all qualifications must be directed to: The Municipal Manager-uPhongolo Municipality, PO Box 191, Pongola, 3170 or hand delivered at Human Resources Section, uPhongolo Municipality, 61 Martin Street, Pongola, 3170.

CLOSING DATE: 22 OCTOBER 2020

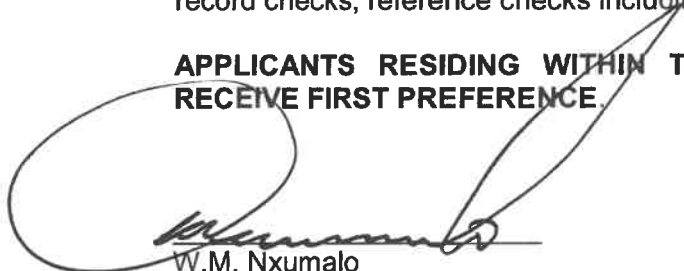
NO FAXED, EMAILED, Z83 OR LATE APPLICATIONS WILL BE CONSIDERED.

NOTE: Canvassing to Councilors or any members of the appointment Committee is not permitted and will result in immediate disqualification.

If no communication received from us within 3 months (90 days) after the closing date, please regard your application as unsuccessful. The Municipality will make appointments in line with its Employment Equity requirements.

The Municipality reserves a right not to appoint any applicant to these position and is subject to candidate security checks, educational qualification verification, criminal record checks, reference checks including with previous and current employer.

APPLICANTS RESIDING WITHIN THE BOUNDARIES OF uPHONGOLO WILL RECEIVE FIRST PREFERENCE.



W.M. Nxumalo
Municipal Manager