



ADVERTISEMENT

MANAGER: ACQUISITION, CONTRACT MANAGEMENT AND VENDOR PERFORMANCE

TASK GRADE 16 OF CATEGORY 2 LOCAL AUTHORITY

NOTICE NO: 160 /2018

REMUNERATION: R 457 572– R593 928 PER ANNUM

Applications are invited from all **suitably qualified candidates** for the above-mentioned permanent position in the Acquisition and Contract Management and Vendor Performance Section within the Budget and Treasury Office.

REQUIREMENTS:

- B Degree in Commerce or Financial Management or Public Finance Management
- MFMP/ CPMD will be an added advantage
- 5 years related experience 2 of which should be in a supervisory level
- Knowledge of SCM legislative framework
- Computer Literacy
- Must have good people management skills
- Must have good communication skills
- Code B driver's license
- Must have a clean criminal record and sober habits
- Must be prepared to work overtime

KEY PERFORMANCE AREAS

- Identifies and defines the immediate and short term objectives/plans associated with the Acquisition and Contract Management functionality;

- Drive the development and implementation of specific policies, procedures, systems and controls associated with key functional areas embodied in own section;
- Establish through operational procedures, an effective system of acquisition management,
- Direct and execute applications associated with acquisitioning and appointment processes;
- Manage, monitor, recommend and keep records of the procurement of goods and services up to R200 00 delegated to the Chief Financial Officer by the Municipal Manager;
- Manage the receipt of tender/bid reports from the Departments and oversees the compilation of the Bid Evaluation Committee Agenda for consideration by the Bid Evaluation Committee;
- Promote, recommend and implement SMME and Black Economic Empowerment and job creation strategies and programmes and compiles a report on the achievement of the BBBEE and job creation goals and objective;
- Identifies possible procurement risks;
- Manage and control activities associated with management of municipal stores;
- Acquire and monitor Service Provider Contracts and Service Level agreements for the Municipality for all contracts entered into through SCM Policy;
- Manage the internal support to Departments on contract management issues;
- Develops and implements a performance monitoring evaluation system that encompasses all the projects for a particular financial year;
- Compile statutory reports in terms of the MFMA and the Supply Chain Management Regulations;
- Manage stakeholder relationships, information dissemination and reporting
- Manage staff in the own Section; and
- General administration and reporting.

Benefits: Medical Aid and Pension contributions, Housing Subsidy and 13th Cheque.

The closing date for submission of applications is 21 September 2018 and no late, emailed and faxed applications will be accepted. Application packs must reach us by 12noon.

Please note:

- Any individual who wishes to apply for this position **must** complete and submit the Senqu Local Municipality application form obtainable from our website www.senqu.gov.za, together with a comprehensive Curriculum Vitae, certified copies of qualifications, ID and drivers licence. An application pack which contains all the above mentioned documents must be submitted to the under mentioned address.

- This Council subscribes to the policies of Affirmative Action and Employment Equity and appointment will be made with these policy considerations.
- Appointment will be subject to appropriate credit checks, reference and qualification checks in line with Council policy.
- Canvassing and/or lobbying of Councillors and officials will not be accepted and non-compliance thereof shall immediately disqualify an applicant.
- Should you not receive communication from us within thirty (30) days after the closing date of this advertisement, please consider your application to be unsuccessful.
- Successful candidates will be expected to sign a Performance Agreement and to disclose financial interests.
- Please note that Council reserves the right not to fill the position.

All enquiries should be directed to the HR, LR and Legal Services Manager, Ms Z Koyana via koyanaz@senqu.gov.za – and on telephone 051 603 1300/2313 during working hours.

**M.M. YAWA
MUNICIPAL MANAGER
19 Murray Street
Private Bag X 03
Lady Grey
9755**

**FILE NO: 4/3/2/1/1
29/08/2018**