



GREATER TZANEEN Municipality



VACANCY

The following position is being re-advertised and applicants are invited to apply.

FINANCE DEPARTMENT

SCM PRACTITIONER (Job Id Nr. 3/5/0/003)

Salary: R427 123.10 per annum (Job level 4)

The job purpose of a SCM Practitioner is to manage the procurement of goods and services at the best price available, at the right time, at the best quality and in the correct quantity to provide a procurement service of goods, services and the management of the safekeeping of stores.

Key performance areas: The SCM Practitioner must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Ensuring that work is performed according to work plan, normal working activities and ad-hoc instructions from supervisor and reports on activities performed ▲ Performing administrative and human resource related activities to ensure that all personnel work according to the prescribed rules ▲ Planning and directing and coordinating the procurement of goods and services at the best price, at the right time, best quality and correct quantity, to ensure cost effectiveness and to act in accordance with the procedures and prescriptions of the Procurement Act ▲ Overseeing the administration of the database of suppliers to ensure that the accredited prospective providers of goods and services are accurately updated on a regular basis ▲ Ensuring that liaison with the creditors division on a daily basis is done to ensure the accredited prospective providers of goods and services are accurately updated ▲ Managing the preparation of yearly stocktaking/participating to ensure that the stocktaking will be done properly according to prescribed regulations ▲ Managing the preparations for year tenders to provide council with accredited service providers for the delivery of goods and services ▲ Preparing for yearly auctions to ensure that all redundant/obsolete items be sold ▲ Issuing of stock (after hours) to supply material during emergencies ▲ Receiving stock and capture all details of stock received on computer ▲ Compilation of expenditure budget for Procurement section to provide Expenditure division with the budgetary requirement of the stores division ▲ Following up of outstanding orders to ensure that all outstanding orders are delivered or cancelled ▲ Addressing representatives to discuss the latest product ranges/prices structures and agreement.

Requirements: ● Diploma in Purchasing and Stock Administration ● Code B Driver licence ● Computer literacy ● Certificate in MFMA training ● Four (4) years experience in stores management, procedure, technology, supply chain management, legislation and knowledge of purchasing of electrical and water material.

Applications should be submitted on the prescribed compulsory application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV and copies of certified certificates and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified.

Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

Closing date: 17 February 2017 at 12:00

Enquiries: Mrs H Maake (015) 307 8384/8006.

Greater Tzaneen Municipality is an Employment Equity Employer.

SR MONAKEDI – MUNICIPAL MANAGER

