



# SALDANHA BAAI BAY

MUNISIPALITEIT | MUNICIPALITY | uMASIPALA

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*Saldanha Bay Municipality is a high profile municipality that takes care of its people to deliver the highest quality of service to its residents and visitors. We are also committed to the goals of our Employment Equity Plan. If you are competent and committed and would like to work in a professional environment, you are welcome to apply for the following position on our staff establishment.*

## DIRECTORATE: FINANCE

### DEPARTMENT: SUPPLY CHAIN MANAGEMENT

#### PRACTITIONER: DEMAND AND QUOTATIONS

Applicants must be in possession of: Grade 12 • 2 years relevant experience • Knowledge of council's Supply Chain Management Policy, MFMA, PPPFA • Computer literate including spreadsheets and Word • Must have supervisory skills • Aptitude for figures • Must have good typing skills • Must be willing to work with the public • Must be able to do accurate data processing • Must have calculating skills • Must be willing to work in a team • Must complete high volume work pressure • Systematic approach • Must have negotiation skills • Must be able to handle conflict • Good communication skills in two of the three official languages of the Western Cape • Code B driver's license will be an added advantage.

Duties will entail: Invitation of quotations in accordance with the Supply Chain Management Policy • Receiving, opening and checking of quotations for compliance in terms of Supply Chain Management Policy and relevant legislation, distributing to departments and capturing information in register • Maintaining of register regarding awards below R200 000 and declaration of interest (conflicts) • Handling of internal and external communication • Reporting of any irregularities to Head: Supply Chain Management .

**Salary Scale: T10 (R214 226.56 – R278 067.17 p.a.)**

**Enquiries: Mrs H Meeding (022) 701 6916**

**Closing Date: 21 June 2019 at 12:00**

#### NOTES TO APPLICANT

- Thank you for your interest in seeking employment with us.
- All applications should be accompanied by a completed application form (obtainable from our Human Resource office or website: [www.sbm.gov.za](http://www.sbm.gov.za)) clearly reflecting the name of the position applying for; a comprehensive CV; a certified copy of your ID, driver's license and educational qualifications.
- No original documents attached to the application will be safe kept/returned.
- Applications without afore - mentioned will not be considered.
- Applications should be forwarded to Human Resource Services, Private Bag X12, Vredenburg, 7380 or via email to: [mun@sbm.gov.za](mailto:mun@sbm.gov.za) or online.
- Applications/Supporting documents larger than 2MB sent via email are not accommodated.
- For the implementation of the Employment Act, candidates are encouraged to indicate their race, gender and disability.
- No late applications will be considered.
- Further communication will be limited to shortlisted candidates, if you have not received a response within 3 (three) months of the closing date, please consider your application unsuccessful.
- All appointments are subject to a medical assessment, criminal record and reference checks from previous and current employer(s).
- The Council beholds the right to make an appointment.



Future through Excellence