

PIXLEY KA SEME
DISTRICT MUNICIPALITY

ADVERTISEMENT

VACANCY

Pixley ka Seme District Municipality, an equal opportunity, affirmative action employer headquartered in De Aar, subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability. Applications are currently invited for the following career opportunity:

ACCOUNTANT: SUPPLY CHAIN MANAGEMENT

REQUIREMENTS

- Appropriate B degree in Financial Management or equivalent
- At least three years experience in procurement, supply chain and stores management environment
- Ability to communicate effectively at all levels and liaise with different service providers/suppliers
- Accuracy, analytic and strategic thinking
- Advance computer literacy skills

RESPONSIBILITIES

- Assist with the formulation of policies and give advice on supply chain management;
- Ensure adherence to the Organizational procurement policies and procedures;
- Drawing of procurement specifications;
- Assist and advise tender evaluation committee in preparing tender evaluation submission;
- Managing the tendering process and advise managers in the areas;
- Co-ordinate tender processes and the evaluation thereof;
- Train staff in the application of procurement policies and legislation;
- Investigate complaints received from public regarding bid procedures and irregularities;
- Annual advertisement, invitation and evaluation of potential suppliers to be added onto the procurement database;
- Ensure continuous update and maintenance of procurement database;
- Liaise with relevant stakeholders to address compliance issues;
- Provide secretarial services to both tender evaluation and tender adjudication committees;
- Manage the process to procure goods and services for Council;
- Scrutinise completeness / accuracy / compliance of invoices before process of payment;
- Responsible for the efficiency of the Supply Chain Management Unit; and
- Annual, quarterly and monthly reporting and monitoring requirements'.

BASIC SALARY: (T12) R25 740 – R33 414 per month + fringe benefits

ENQUIRIES: Mr. SB Ntamehlo, Telephone number 053-6310891.

Letters of application, accompanied by a full CV and certified copies of qualifications, certificates, ID and valid drivers licence must be forwarded to the Municipal Manager, Pixley ka Seme District Municipality, Private Bag X1012, DE AAR 7000

Fraudulent qualifications or documentation, including driver's licences, will immediately disqualify any applicant.

Pixley ka Seme District Municipality has a firm commitment to the advancement of the previously disadvantaged, including women and the disabled.

All qualifications and candidates will be subjected to vetting

Foreign qualifications will only be considered if accompanied by assessment letter from SAQA which is not older than 3 months.

Canvassing will immediately disqualify candidates from appointment.

If no notification regarding this advertisement has been received within two months of the closing date, please assume that the application was unsuccessful.

Correspondence will be limited to short listed candidates.

The Municipality reserves the right not to make any appointment.

NB: In terms of our Employment Equity Plan disabled people are encourage to apply for the positions.

Note: No faxed or e-mail applications will be considered.

Closing date: 30 November 2018



RE Pieterse
Municipal Manager
Pixley ka Seme
District Municipality
Private Bag X1012
De Aar , 7000