

# **KNYSNA MUNICIPALITY**



**Applications are hereby invited from suitably qualified individuals for the following vacancy:**

**CHIEF CLERK PROCUREMENT (X2)  
PROCUREMENT SECTION  
DIRECTORATE FINANCE**

Task Level 10  
R164 472 to R213 480 (Basic Salary)  
R263 841 to R327 178 (Total Cost to Council Package)

## **KEY PERFORMANCE AREAS:**

- Compilation of all Tender and RFQ documents
- Serving on the Bid Evaluation Committee to evaluate Tenders and RFQ's received
- Compile Bid Evaluation report to serve at Bid Adjudication Committee meetings
- Handle correspondence to successful and unsuccessful bidders
- Handle queries and objections on tenders and RFQ's awarded
- Responsible for all documentation relating to tenders and RFQ's
- Report irregularities
- Ensure compliance to all legislative requirements
- Compile annual Store tenders
- Contract and retention management
- Attending to reporting requirements
- Participate in the annual review of the SCM policy
- Ensure that the bid is properly advertised and registered with the CIDB if required
- Check responsiveness of bids with regards to legislative and SCM requirements
- Ensure that the processes comply with the SCM policy and relevant legislation
- Ensure all information are recorded and kept properly for auditing purposes

## **MINIMUM QUALIFICATIONS & EXPERIENCE**

Grade 12 with Accounting

2 Years Municipal Experience

A sound knowledge and experience in supply chain management will be an added advantage

Proven enrolment and progress in the Municipal Minimum Competency Programme

Applicable Municipal benefits will apply.

All applications will be considered but in terms of its Employment Equity Plan the Municipality would prefer to appoint a Female if a suitable candidate in that category can be identified.

To apply applicants must complete a Knysna Municipality Application Form and submit a detailed up-to-date CV, Covering Letter with an exposition of training, experience, competencies and previous employment record and certified copies of qualifications.

Application forms are obtainable from Reception at the main Municipal Offices in Clyde Street, Knysna and Municipal website: [www.knysna.gov.za](http://www.knysna.gov.za).

Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: [knysna@knysna.gov.za](mailto:knysna@knysna.gov.za).

**CLOSING DATE: 5 SEPTEMBER 2014**

**Please note:** If you receive no notification regarding this advertisement within one month of the closing date, please assume that your application was unsuccessful.

**L WARING**

**MUNICIPAL MANAGER**

**The Municipality reserves the right not to make an appointment.**