

# **KNYSNA MUNICIPALITY**



**Knysna**

Municipality • Munisipaliteit • uMasipala  
INCLUSIVE. INNOVATIVE. INSPIRED.

**Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunity in our dynamic organisation:**

## **SENIOR SCM PRACTITIONER: ACQUISITION & COMPLIANCE MANAGEMENT – WRITTEN QUOTATIONS SUPPLY CHAIN MANAGEMENT DIRECTORATE: FINANCIAL SERVICES**

**Task Level 11**

**R253 080 to R328 392 (Basic Salary)**

**R386 301 to R483 573 (Total Cost to Council Package)**

Applicable Municipal benefits will apply.

### **MINIMUM QUALIFICATIONS & REQUIREMENTS:**

NQF 5 with Commerce or Finance related major subjects  
NQF 6 with Commerce or Finance related major subjects will be an added advantage  
Compliance with relevant minimum competence levels for financial officials  
3 years' experience in a municipal Supply Chain Management environment  
Ability to communicate in at least two of the official languages of the Western Cape  
Advanced computer literacy (MS Office applications, especially MS Excel)  
Report writing and analytical skills  
Ability to advise and guide more senior staff from other departments on SCM matters  
Must be able to communicate on a commercial level  
A high level of responsibility, confidentiality and accuracy are required  
Ability to function independently, as well as within a team  
Ability to function effectively under pressure and to apply time management principles  
Sound planning and organisational skills  
Valid Code B driver's license  
Must be assertive and have attention to detail

### **KEY PERFORMANCE AREAS:**

- Implement & facilitate the administrative function of the bid compilation process in order to ensure effective and user-friendly bid documents promoting uniformity
- Monitor and verify accuracy and completeness of checklists and bid registers in order to allow the extracting of management reports and to institute timely corrective actions
- Maintain the minutes and other evidence of bid specification committee meetings in order to maintain the bid compilation portfolio of evidence
- Facilitate the arrangements for the meeting of the Bid Committees in order to ensure due processes
- Implement & administer & advise on the bid advertisement processes in order to ensure compliance to prescripts and that adequate information to prospective bidders are provided
- Monitor and verify accuracy and completeness of checklists and bid registers in order to institute timely corrective actions
- Facilitate the briefing sessions in order to ensure due process
- Compile minutes of briefing sessions to attendees in order to promote transparency and due process
- Affect amendments to quotation documentation after briefing session, if required, in order to adhere to decisions reached at briefing session
- Implement & Administer the quotations received, opened and recorded process in order to ensure compliance to prescripts
- Communicate allowed information to public, if so required, in order to promote access to information
- Advise on media to be used to advertise bids received in order to ensure legislative and regulatory compliance and promotion of transparency
- Monitor and verify safeguarding as well as accuracy and completeness of checklists and bid registers in order to institute timely corrective actions
- Implement the process to verify governance compliance documentations (including preference points, check lists) in order to ensure compliance and due process
- Clarify inconsistencies or uncertainty with bidders, if so permitted, in order to promote fairness in the tender process
- Prepare quotation evaluation report in order to ensure legislative and regulatory compliance and allow the bid committees to appropriately apply their minds
- Verify and approve requisitions and specifications from clients in order to ensure compliance and due process
- Provide more complex advice to clients on the preparation of requisitions in order to promote due process and prevent delays due to incomplete or inaccurate requisitions and specifications
- Monitor and verify accuracy and completeness of requisition and registers in order to allow the extracting of management reports and to institute timely corrective actions
- Extract basic management reports in order to allow management to monitor requisitions received.

- Oversee and also source quotes from suppliers, in order to promote due process
- Provide more complex advice to bidders in preparation for submission of quotes in order to promote due process and promote access to government procurement
- Monitor and verify accuracy and completeness of quotes invited and register in order to allow the extracting of management reports and to institute timely corrective actions
- Extract basic management reports in order to allow management to monitor quotes sourced and received.
- Pre-qualify responsive suppliers based on specification criteria in order to allow the relevant management structures for the selection of suppliers
- Maintain a register of quotes pre-qualified and recommended in order to allow for the extracting of management reports for analysis purposes
- Implement basic petty cash, quotes or competitive tendering acquisition methods and processes required to source suppliers in order to ensure compliance and due process
- Provide more complex advice to clients on basic petty cash, quotes or competitive tendering acquisition methods in order to promote due process
- Monitor and verify accuracy and completeness of compliance checklists and register in order to allow the extracting of management reports and to institute timely corrective actions
- Extract basic management reports in order to allow management to monitor bids sourced and acquisition method applied
- Advise clients on the requirements for other acquisition methods in order to ensure correct procedures are followed
- Maintain a register of acquisition methods requested and approved in order to allow for the extracting of management reports for analysis purposes
- Assist clients with the preparation of the required forms, templates and analyses required to motivate for other acquisition methods in order to ensure correct procedures are followed
- Process applications for other acquisitions methods, via the supervisor, to the relevant authority for approval in order to maintain an audit trail
- Facilitate the other acquisition method process as approved and maintain the portfolio of evidence in order to maintain an audit trail
- Prepare negotiation documentation in order to ensure compliance and due process
- Maintain minutes of negotiation meetings in order to maintain an audit trail
- Verify completeness of the negotiation process portfolio of evidence in order to maintain an audit trail
- Understand and perform SCM activities in compliance with all relevant legislation, policies, regulations, frameworks, standards, instructions and guidelines in order to ensure an optimal and compliant SCM System and to prevent irregular, fruitless, wasteful, and unauthorised expenditure.
- Assist with the dissemination of relevant prescripts in order to ensure an optimal and compliant SCM System and to prevent irregular, fruitless, wasteful, and unauthorised expenditure.
- Maintain a regulatory register (electronic or manual) consisting of all relevant legislation, policies, regulations, frameworks, standards, instructions and guidelines in order to pro-actively advise on compliance matters
- Assist with the dissemination of relevant prescripts in order to ensure an optimal and compliant SCM System and to prevent irregular, fruitless, wasteful, and unauthorised expenditure.
- Contribute inputs into proposed amendments to all relevant departmental policies and procedures in order to contribute to the efficiency of the SCM System
- Implement the SCM System in order to ensure compliance to prescripts and an optimal SCM system
- Provide basic advice on the implementation of the SCM System in order to ensure an optimal and compliant SCM System
- Perform the related activities to the functioning of the SCM committee system in order to ensure compliance and due process
- Prepare appropriate reports, inclusive of expenditure reports, in order to ensure legislative and regulatory compliance and allow the SCM committees to appropriately apply their minds
- Perform secretariat and support services to the SCM committees in order to ensure compliance and due process
- Perform and support the SCM technology system in order to ensure a compliant and optimal SCM system

*All applications will be considered, but in terms of its Employment Equity Target the Municipality would prefer to appoint an Indian Female or an African or Indian Male if a suitable candidate in that category can be identified.*

#### **DIRECTION TO CANDIDATES:**

All applicants **MUST** complete a Knysna Municipality application form. Applications must be accompanied by a comprehensive CV with certified copies of qualifications (**not older than 3 months**), copies of training, experience, competency and previous employment record. Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

Application forms are obtainable from Reception at the Main Municipal Offices in Clyde Street, Knysna and the 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: [vacancies@knysna.gov.za](mailto:vacancies@knysna.gov.za).

**Please note:** Correspondence will **ONLY** be entered into with shortlisted candidates. Should candidates not be contacted within three months after the closing date, they may accept their application as unsuccessful.

**CLOSING DATE: 8 AUGUST 2019**

**Dr SW VATALA**

**MUNICIPAL MANAGER**

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