

# **KNYSNA MUNICIPALITY**



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

## **SENIOR CLERK/CENTRAL PURCHASING OFFICER (x2) SCM Section DIRECTORATE FINANCIAL SERVICES**

### **TASK GRADE 6**

**R116 184 to R150 744 (Basic Salary)**

**R206 672 to R251 655 (Total Cost to Council Package)**

### **KEY PERFORMANCE AREAS:**

- Obtain Quotes/Bid documentation from user department or suppliers and verify correctness
- Register New Suppliers on Database as per SCM Policy and CSD
- Retain and safeguard financial information as per prescripts
- Ensure that municipal finance system policies, processes and procedures are documented
- Monitor media with the aim to identify issues that may affect the municipal SCM system
- Support with the maintenance, population and updating of relevant technology systems, draw interface reports and report discrepancies
- Make tactical recommendations on submissions with SCM implications to the relevant officials, supervisors and SCM Manager
- Provide tactical advice and interpretation on legislation, strategy, policy and governance matters including delegations in relation to SCM matters

### **MINIMUM QUALIFICATIONS AND REQUIREMENTS**

Matric with Business Economics or Economics

At least 2 years' relevant experience in a SCM or municipal finance environment

Advanced Computer Literacy in the Microsoft Package Suite

Good interpersonal and time management skills

Good verbal and written communication skills in at least two of the three Provincial languages

Proven enrolment and progress in the Municipal Minimum Competency Programme will be an added advantage

National Diploma in Economics, Business management, Logistics, SCM or equivalent in a related SCM discipline will be an added advantage

Applicable Municipal benefits will apply.

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

To apply all 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 the municipal website: [www.knysna.gov.za](http://www.knysna.gov.za)

Completed applications should be forwarded to the Human Resources Department, PO Box 21, Knysna, 6570 or Fax Number: 044- 302 6333 or email: [knysna@knysna.gov.za](mailto:knysna@knysna.gov.za)

**CLOSING DATE: 20 SEPTEMBER 2017**

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

**K CHETTY**

**MUNICIPAL MANAGER**

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

