



## **BITOU MUNICIPALITY**

*Bitou Municipality is inviting applications for the following vacancy from suitably qualified professionals. Preference will be given to candidates residing within the Bitou Municipal Area.*

<b>POSITION:</b>	<b>HEAD</b>
<b>DIRECTORATE:</b>	<b>FINANCIAL SERVICES</b>
<b>DIVISION:</b>	<b>SUPPLY CHAIN MANAGEMENT</b>
<b>SECTION:</b>	<b>ACQUISITION AND CONTRACT MANAGEMENT</b>
<b>BASIC SALARY:</b>	<b>R 444 213, 27 – R 576 616, 67 (T13) Per Annum + MUNICIPAL BENEFITS</b>
<b>REFERENCE</b>	<b>NOTICE 360 of 2024</b>

**QUALIFICATIONS AND EXPERIENCE:** ● A National Diploma in Logistics, or Supply Chain Management, or Finance, or Law, or Economics, or equivalent NQF Level 5 in Occupational Certificate: Supply Chain, ● Must be compliant with the Minimum Competency Levels for Head of Supply Chain Management of 01 July 2007, as prescribed, ● Must have completed the SAQA US ID 116353 and/or 337061 in Supply Chain Management, ● 6 Years' relevant experience across SCM Processes, with a minimum of 3 years in Supervisory or middle management position, ● Must be registered with a recognized and professional procurement body.

**REQUIREMENTS AND SKILLS:** ● Computer literacy in MS Office Applications with advanced MS Word & Excel, ● Knowledge of Solvem eProcurement System will be an added advantage, ● Valid Code B driver's license, ● Proficiency in at least 2 of the official languages of the Western Cape (read, write and speak), ● Knowledge of the Municipal Finance Management Act, Supply Chain Management Policies and relevant legislative requirements, ● Excellent organizational and administrative skills, ● High level of integrity, responsibility and confidentiality, ● Good communication and negotiation skills, ● Have ability to give attention to detail and be able to work under pressure, ● Willingness to work after normal working hours and during emergencies.

**FUNCTIONS & RESPONSIBILITIES:** ● Coordinate and control the key performance and result indicators associated with Acquisition, Bids, Compliance and Contract Management ● Implement the relevant legislation, regulations, frameworks, standards and guidelines, ● Control and coordinate the implementation and enforcement of the SCM Policy and systems throughout the Municipality, ● Control tasks/activities associated with the application of specific Acquisition Management processes and procedures for verifying, updating and maintaining the accredited supplier database and formal acquisition processes, ● Ensure the Municipality's compliance with the legal requirements for the administration and management of contracts procured through the Supply Chain Management system in terms of the MFMA and related contract legislation, ● Attend to and control tasks/activities associated with personnel performance, productivity and discipline, ● Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality, ● Draft and compile compliance reports for submission to Management and Council, ● Draft and compile compliance reports for submission to Municipal Public Accounts Committee (MPAC), ● Draft and compile compliance reports for submission to Audit and Performance Audit Committee (APAC), ● Draft and compile monthly compliance reports in line with the Supply Chain Management Regulations ● Maintain relationships with vendors / service providers and contractors, ● Keep abreast of developments, emerging trends, and latest technologies in the profession, ● Apply excellent analytic and problem-solving ability, ● Coordinate the implementation of financial controls / procedures and provides information to support planning sequences.

### **COMPETENCIES REQUIRED**

#### **1. CORE PROFESSIONAL COMPETENCIES:**

- **Oral Communication:** The ability to articulate complex concepts in an understandable, convincing manner.
- **Written Communication:** Communication of complex information in a manner that is understandable to the specific audience.
- **Organizational Awareness:** The ability to understand the key drivers in the sector and the Municipality and to apply this understanding to meet the service delivery challenges.
- **Planning and Organizing:** The ability to plan activities within specific timeframes and then to execute these activities according to plan.
- **Problem Solving:** The ability to identify potential problems, to break the problems into component parts, to generate potential solutions, to select an option and implement it.

#### **2. FUNCTIONAL COMPETENCIES:**

- **Procurement and Tenders:** Manages the procurement and tenders process according to prevailing legislation, norms and standards.
- **Information Management:** The gathering and analysis of data, to conclude thereon.
- **Task Management:** Plans, manages, monitors and evaluates specific activities to deliver the desired outputs and outcomes.

- **Project Management:** Ability to plan, co-ordinate and control the tasks of self and others in the delivery, operations and maintenance of infrastructure and other tasks, to the required specification and within budget and schedule.
  - **Financial Process Management:** Ability to support an effective, economic and efficient SCM function through financial processes.
3. **PUBLIC SERVICE ORIENTATION COMPETENCIES:**
- **Service Delivery Orientation:** The ability to improve existing and explore and implement new ways of delivering services that contribute to the improvement of Municipal processes to achieve Municipal goals.
  - **Interpersonal Relationships:** The ability to establish and maintain productive relationships with people within and outside the Municipality.
  - **Communication:** The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.
4. **PERSONAL COMPETENCIES:**
- **Action and Outcome Orientation:** The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and dependable.
  - **Resilience:** The ability to respond constructively to pressure / stress situations and the ability to persist with goals despite obstacles and setbacks.
  - **Accountability and Ethical Conduct:** The ability to innovate and challenge the status quo and the ability to cope with change driven by others.
5. **MANAGEMENT / LEADERSHIP COMPETENCIES:**
- **Direction Setting:** The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy in and commitment to the goals.
  - **Impact and Influence:** The ability to inspire a positive attitude in others and be able to influence other effectively.
  - **Coaching and Mentoring:** The ability to assess skills, performance and potential of subordinates and to encourage their development with the view of optimizing their talent.
  - **Team Orientation:** The capacity to promote a cooperative climate, understand group dynamic and apply appropriate facilitations techniques in working with others to achieve a shared goal.

*Work related enquiries can be directed in writing to the Senior Manager: SCM and Expenditure, Mr N Maredi, at e-mail: [nmaredi@plett.gov.za](mailto:nmaredi@plett.gov.za) or Tel: 044 501 3141.*

*For general enquiries contact: Ms. L Clark on telephone no: 044 501 3418.*

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted, and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

Application forms are available on the Bitou website ([www.bitou.gov.za](http://www.bitou.gov.za)). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be posted /hand delivered to the Human Resources Section, Bitou Municipality, Private Bag X1002; Plettenberg Bay; 6600.

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

**Please take note:**

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. (**Compulsory**)
3. **LATE APPLICATIONS** will not be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
4. Submit separate applications when applying for multiple posts and quote reference number.

**M MEMANI**  
**ACTING MUNICIPAL MANAGER**

**CLOSING DATE: 23 October 2024 @ 14h00**

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful.  
**Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.**