



# BUSHBUCKRIDGE LOCAL MUNICIPALITY

Private Bag X 9308  
Bushbuckridge  
1280  
R533 Graskop Road opp. Mapulaneng DLTC  
Maviljan Region  
Bushbuckridge

Tel: 013 799 1835/45/51/57

Fax: 013 799 1865

Email: [info@bushbuckridge.gov.za](mailto:info@bushbuckridge.gov.za)

Website: [www.bushbuckridge.gov.za](http://www.bushbuckridge.gov.za)

## LOCAL ADVERTISEMENT

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the position of:

**POST** : **BID & DATA BASE CLERK**  
**Directorate** : **BUDGET AND TREASURY**  
**REMUNERATION** : **R186 364.03 PER ANNUM**  
**CENTRE** : **HEAD OFFICE**

### Responsibilities:

- Assist in co-ordinating the administration of the bidding process
- Assist in the closing, opening and screening of bids received
- Maintain a bid register
- Capture procurement awards of the municipality and report to national treasury system ( procurement contract information)
- Assist in Managing municipal contract with service provider
- Consolidate and maintain all lease agreement
- Consolidate invoices of suppliers who are in contract with the for payment
- Prepare monthly report
- Supervise and maintain a bids contract register
- Request quotations
- Updating and adding suppliers on pastel database
- Assist in Co-ordinate the administration of the bidding process
- Assist in minutes taking of the bid committees
- Issuing of the PASTEL EVOLUTION SYSTEM.
- Assist to conduct site briefing
- Follow up on orders and service delivery lead time

### Requirements:

- A senior Certificate or Grade 12 Certificate
- Certificate in financial management
- Minimum of at least 1 year, recognisable experience in Supply Chain management
- Knowledge of Local Government governance regulations and also be familiar with all prescripts regulating Supply Chain Management.
- Computer literacy ( MS Word and Excel)
- Good Communication Skills ( Verbal and writing)
- Sense of responsibility and ability to work under pressure
- Demonstrate good work ethics

Application forms can be accessed from our website: [www.bushbuckridge.gov.za](http://www.bushbuckridge.gov.za) or collected from Head Office (Bushbuckridge), including all our eleven (11) Regional Offices.

Interested candidates meeting the above requirements are invited to forward their comprehensive CVs, certified copies of Identity Document and qualifications to the following address;

Any falsification information be it in a form of postal or residential address, qualifications, references or any other information given by the applicant will lead to dismissal upon discovery by the employer.

The Municipal Manager  
Bushbuckridge Local Municipality  
Private Bag X 9308  
BUSHBUCKRIDGE  
1280

OR Hand delivery to office no 55(Registry)  
R533 Graskop Road  
Bushbuckridge

**NB** If you are not contacted within six weeks after the closing date, consider your application as being unsuccessful

**The Municipality reserves the right not to appoint**

**Closing date : 15 of December 2017**