



LOCAL AND INTERNAL ADVERTISEMENT.

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the following positions.

Post : **Bids and Database Clerk**
Directorate : **Finance**
Remuneration : **R201549.51 per annual**
Centre : **Head Office**

Responsibilities

- Provide secretarial and administrative support to Bids committees.
- Issuing of purchase orders using the Pastel System.
- Assist with attending to and resolving of audit enquiries
- Produce any reports as may be required by the SCM Manager.
- Maintain professional interaction and ensure ethical dealings with stakeholders at all times
- Ensure that there is compliance with CSD by rolling down prospective suppliers onto Pastel System

Requirements:

- Grade 12 or equivalent qualification
- Advanced Programme in Supply Chain Management or Certificate in Supply Chain Management / Procurement / Accounting
- 2 years' experience in Bids office within a municipal SCM environment.
- Computer literate(Excel, word and Powerpoint)

Application forms indicating the position being applied for, together with a comprehensive Curriculum vitae and certified copies of qualifications should be forwarded to:

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.

Closing date : **9 NOVEMBER 2018.**