



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 : **Contract Management Clerk**
Directorate : **BUDGET AND TREASURY**
REMUNERATION : **R230774.19 PER ANNUM**
CENTRE : **HEAD OFFICE**

Responsibilities:

- Attend to daily requests for procurements of goods and/or services
- Request and obtain quotations from service providers
- Compile comparative schedule for all quotations received including due diligence to ensure value for money and transparency
- Assist in Preparing of monthly reports on the implementation of the Supply Chain Management
- Policy Perform any assigned duties in relation to Supply Chain Management.
- Recording of requisitions in the requisition register.
- Issuing of orders using the pastel evolution system.

Requirements:

- Grade 12 Senior Certificate
- National certificate or equivalent qualification in Supply Chain Management or Finance, will be an added advantage
- Minimum of at least 3 years, 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 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 09th November 2018