



### 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 : Senior database clerk  
Directorate : Finance  
Remuneration : R281 411.82  
Centre : Head Office

### RESPONSIBILITIES

- Perform secretarial and administrative functions for bids committees to ensure the effective and efficient functioning of the committees
- Perform operational functions for bids committees to ensure the effective and efficient functioning of Chairpersons of the bids committees
- Maintain a bids information and tracking system to ensure that the procurement plan is being complied with.
- Attend briefing sessions on behalf of SCM and closing of tenders.
- Drafting of appointment letters and issuing of purchase orders using the Pastel system.
- Produce any reports as may be required by the SCM manager.
- Assist with attending to and resolving of audit enquiries.
- 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
- National Diploma in accounting and Degree in Accounting will be added as advantage
- Computer Literacy (Excel, word & PowerPoint)
- 3 year's experience working in finance
- Interpersonal relation skills.
- MFMP qualification.

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 : **08 August 2019**