



**NEWCASTLE MUNICIPALITY
VACANCIES
C06/2022**

The following vacancy exist in the department as mentioned hereunder:-

DEPARTMENT : BUDGET AND TREASURY OFFICE : SUPPLY CHAIN MANAGEMENT UNIT

Position	SENIOR CONTRACT PRACTITIONER
Remuneration	R492 388,45 per annum (Task Grade 14)
Qualifications	<ul style="list-style-type: none"> • Matric / Grade 12 • National Diploma / Degree in Supply Chain Management / Accounting / Commercial Law or equivalent • Valid Driver's license • Computer literacy – Microsoft Package • MFMP Certificate or candidate will be given 18 months to acquire certificate after appointment
Experience	<ul style="list-style-type: none"> • 4 Years' relevant Supply Chain Management experience at supervisory level & Contract Management experience in the public sector
Responsibilities	<ul style="list-style-type: none"> • Coordinates the implementation of functional procedures, systems and controls associated with the key performance areas and result indicators of the functionality to ensure financial and audit procedures regulating procurement are implemented, monitored and complied with, minimising risks to council. • To supervise and render a contract administration service through the monitoring, reporting, and execution of amendments, additions, adjustments, variations and addenda to contracts. • Development of all contracts/ Service Level Agreement for the appointed service providers. • Maintain and update supplier contract register for all contracts secured through an SCM process. • Develop and maintain contract file for each contract enlisted in the contract register. • Monitoring and reporting on the use of approved panels and framework contracts. • Maintenance and reporting on commitment register for both capital and operational contracts. • Compile, maintain and report on Irregular, fruitless & wasteful and unauthorised expenditure on monthly basis. • Controls the key performance areas and critical outputs of personnel within the branch to ensure acceptable performance levels are sustained and adequate direction provided enabling the section to accomplish laid down objectives. • Checks and verifies compliance and procedural requirements prior to the processing transactional information to ensure information and/or transactional activities relating to the function are verified and anomalies rectified supporting compliance with laid down accounting and financial procedures. • Executes applications and processes associated with the recording and reconciliation of accounting records to ensure transactions are verified against provisions and accounting records accurately reflect balances and entries of activities. • Prepare contract management reports for National and Provincial Treasury as and when required. • Management and requesting of quotations from panels and framework contracts.

	<ul style="list-style-type: none"> • Develop supplier performance monitoring tools and conduct supplier performance reviews as part of contract and performance management. • Ensure all contractual bid requirements are included on all terms of reference before advertising of the bid.
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Detailed CV's can be placed in the box with the Security : Rates Hall, Tower Block, 1st Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Director : Supply Chain Management, Mr M Mdlalose, at 034 – 328 7821.

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
- The Directorate : Human Resources will not accept responsibility for information not mentioned in applications.
- **NO** late applications will be accepted.
- **NO** e-mails or faxes will be accepted.
- The Directorate: Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.
- All applicants may be required to undergo a proficiency test.
- **NO** applications shall be considered without certified copies of the original documents of qualifications.
- The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representatively through the process of affirmative action.
- It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.
- Applicants must have no criminal record or pending criminal/departmental or civil cases. The candidate will be required to disclose all financial interest and will be subjected to competency assessment.
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- Applicants should be a South African citizen or permanent resident.
- **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

CLOSING DATE : 20 MAY 2022

