



**NEWCASTLE MUNICIPALITY
VACANCIES**

CS 40/2024

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

DEPARTMENT : BUDGET & TREASURY OFFICE

Position	MANAGER : LOGISTICS AND EXPENDITURE : POST ID : BTO3020
Remuneration	R670 484,87 per annum (Task Grade 16)
Qualifications	<ul style="list-style-type: none"> • Grade 12 / Matric • National Diploma or Degree in Supply Chain Management/Logistics/Procurement
Requirements	<ul style="list-style-type: none"> • Computer Literacy - MS Office • Driver's License
Experience	<ul style="list-style-type: none"> • 5 Years' relevant experience.
Responsibilities	<p>DUTIES AND RESPONSIBILITIES:</p> <p>A. FUNCTIONAL CO-ORDINATION</p> <p>PROCEDURES, SYSTEMS AND CONTROLS</p> <p>Co-ordinates the implementation of functional procedures, systems and controls associated with the key performance areas and result indicators of the functionality, by :</p> <ul style="list-style-type: none"> • Developing Councils Supply Chain Management policy in line with supply chain management best practice and reviewing the policy to ensure compliance with legislative requirements • Developing and reviewing SCM Charter in consultation with management and Audit Committee • Communicating with the immediate superior on specific aspects of Supply Chain Management Policy and processes, clarifying understanding and implementation approach, outcomes and performance measures • Aligning information systems, applications, work processes and role boundaries to support functional outcomes related to the stock control, requisitioning, procurement, utilization, etc. • Providing guidance to personnel on the interpretation of procedures, application and communication sequences associated with the Supply Chain Management cycle • Controlling the stock receipting, storage, counting and issuing applications, investigating deviations and monitoring the application of corrective procedures <ul style="list-style-type: none"> • In order to ensure procedural requirements are interpreted and implemented to enable consistent application of the system and process promoting quality and fairness <p>SUPERVISION AND CONTROL</p> <p>Co-ordinates and controls tasks/ activities associated with controlling personnel performance, productivity and discipline, by :</p> <ul style="list-style-type: none"> • Monitoring attendance/conduct and output and addressing deviations from agreed performance indicators through meetings/ counseling and/ or other approved methods designed to improve and motivate personnel • Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources • Participating in the induction programme and, providing "on the job" training for new recruits to the department • Addressing workplace conflict/ conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures • Defining skill gap and training needs and activates procedural sequences aimed at developing and capacitating individuals

accomplishment of laid down objectives and compliance with specific standards in terms of productivity and performance

B. SUPPLY CHAIN MANAGEMENT

DEMAND ANALYSIS

Executes applications with respect to establishing the requirements against available resources, by :

- Interacting to clarify needs analysis with internal departments and investigating/assessing impacting variables (expenditure, commodity, market/ industry)
- Aligning need analysis outcomes to budgetary provisions to establish and comment on costs versus allocations
- Categorizing applications received from Service Providers/ Vendors, referring to regulatory mechanisms and procedural guidelines to differentiate and/ or allocate applications.
- In order to ensure requirements are established to enable planning and alignment of outcomes to meet critical functional deliverables.

ACQUISITION, APPOINTMENT, CONTRACTUAL AGREEMENTS AND DISPOSAL

Executes applications associated with acquisitioning and appointment process, by :

- Applying appropriate process and bid systems to solicit responses in the form of quotations from suppliers/vendors or service providers
- Attending to the verification and pre-qualification of persons/ companies participating in the bidding process.
- Controlling administrative sequences and mechanisms related to bid documentation, opening, registering, recording and evaluation of bids
- Arranging and attending specifications and site meetings to communicate and/ or inform prospective bidders on requirements and specific terms and conditions
- Forwarding outcomes to Committees (Evaluation or Adjudication) for assessment, providing input into the purchasing of commodity or observing conformance with laid down procedures
- Administering concluded contracts, interacting with Departments to establish conformance with specifications, terms and conditions and related legal aspects and informing the immediate superior of non – compliance or conflicting issues requiring remedial action
- Applying administrative control procedures with respect to the identification, verification and referral of items for disposal to committees, seeking approval and arranging agreed to mechanisms (sale/auction)

In order to ensure Supply Chain Management procedures are complied with, contributing to fairness and transparency in the process

Where advertised	Internal/Newcastle Municipality Website
Position	JUNIOR ADMIN OFFICER x2 : POST ID : BTO3018 & BTO3019
Remuneration	R278 707,04 per annum (Task Grade 10)
Qualifications	<ul style="list-style-type: none"> • Grade 12 • National Diploma in SCM/Logistics/ Procurement
Requirements	<ul style="list-style-type: none"> • Computer literacy : MS office
Experience	<ul style="list-style-type: none"> • 2 Years experience
Responsibilities	<p>DUTIES AND RESPONSIBILITIES:</p> <p>PROCEDURAL APPLICATIONS</p> <ul style="list-style-type: none"> • Ensure that all submitted requirements form part of the approved operational plan • Ensure the integrity and effective administration of contract management activities • Assess the vendor application forms for completeness and relevance of returnable documents • Capturing vendor application forms on the financial management system where the verification process involves : <ul style="list-style-type: none"> - Confirming the correctness of banking details - Area of specialization versus the core business function - Checking if the vendors are not registered with the National Treasury list of tender defaulters - Checking if the vendors are not manage or controlled by public servants - Ensure that the forms has been authorised by Commissioner of Oaths

	<p>how the vendor database system operates</p> <ul style="list-style-type: none"> • Filling of accredited vendors • Assessing the submitted specifications and ensure that funding has been confirmed before initiating the procurement process • Categorize the submission based on predetermined procurement processes and pre-authorise the process by capturing the transaction on financial management system • Assist on audit queries that may arise during the audit be it internal or external • Ensure that the relevant regulatory frameworks associated with procurement goods and services are observed • Perform other tasks related to procurement administration such as tender opening, stocktaking, handling of goods • Ensure timely delivery of goods as planned • Compile a BSC agenda • Compile a progress report for items under contract management section
Where advertised	Internal/Newcastle Municipality Website
Position	SCM PRACTITIONER (TENDER AND QOUTATIONS) : POST ID : BTO3030
Remuneration	R458 749,97per annum (Task Grade 13)
Qualifications	<ul style="list-style-type: none"> • Grade 12 • National Diploma in SCM or Logistics Management
Requirements	<ul style="list-style-type: none"> • Computer Literacy – MS Office
Experience	<ul style="list-style-type: none"> • 4 years relevant experience
Responsibilities	<p>DUTIES AND RESPONSIBILITIES:</p> <p>SUPPLY CHAIN MANAGEMENT – EVALUATION AND AWARD BID EVALUATION AND AWARD REQUIREMENTS</p> <ul style="list-style-type: none"> • Responsible for writing minutes for both Bid Adjudication Committee and Bid Evaluation Committee, • Coordinating Procurement process and correspondence with user departments on: <ul style="list-style-type: none"> -Bids validity periods -Technical evaluation time frames -Assist on Bids administration compliance reports -Bids ready for BEC & BAC -Request for extension of validity periods -Request for extension of closing date -Responsible for handling queries on Bids progress by user • Monthly report on Bids progress • Assist on Bids opening sessions • Assist on request for Quotations. • Evaluation of Bids below 200 000.00 • Adjudication of Bids below 200 000.00 • Awarding of Bids Below 200 000.00 • Request quotations • Evaluation of competitive Bids on Administrative compliance • Preparation of BEC reports • Administration of All awarded competitive Bids • Evaluation of competitive Bids on Administrative compliance • Preparation of BEC reports • Administration of All awarded competitive Bids
Where advertised	Internal/Newcastle Municipality Website

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 Mr. AB Mdladla : Director : SCM : Budget and Treasury Office, at 034 – 328 7600.

- 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.
- **Applicants must submit copies of supporting documents. Note that certified copies must be submitted by shortlisted applicants.**
- **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.
- 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 with criminal records or pending criminal / departmental or civil cases must disclose. Failure to disclose may lead to disqualification.**
- 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.
- **The attached application form for employment must be completed in full, accurately, and legibly.**
- **All information relevant to a candidate must be provided on this form.**
- **Any additional information may be provided on the cv.**

CLOSING DATE : 27 SEPTEMBER 2024



NEWCASTLE MUNICIPALITY

APPLICATION FOR EMPLOYMENT

<p>WHAT IS THE PURPOSE OF THIS FORM</p> <p>To assist a government department in selecting a person for an advertised post.</p> <p>This form may be used to identify candidates to be interviewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.</p> <p>WHO SHOULD COMPLETE THIS FORM</p> <p>Only persons wishing to apply for an advertised position in a government department.</p> <p>ADDITIONAL INFORMATION</p> <p>This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.</p> <p>SPECIAL NOTES</p> <p>1 - All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.</p> <p>2 - Passport number in the case of non-South Africans.</p> <p>3 - This information is required to enable the department to comply with the Employment Equity Act, 1998.</p> <p>4 - This information will only be taken into account if it directly relates to the requirements of the position.</p> <p>5 - Applicants with substantial qualifications or work experience must attach a CV.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="5" style="text-align: center;">A. THE ADVERTISED POST</td> </tr> <tr> <td colspan="2">Position for which you are applying. 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D. LANGUAGE PROFICIENCY – state 'good', 'fair' or 'poor'						
	Language (specified)					
Speak						
Read						
Write						

E. QUALIFICATIONS (please ignore if you have attached a CV with these details)		
Name of School / Technical College	Highest qualification obtained	Year Obtained
Tertiary education (complete for each qualification you obtained)		
Name of Institution	Name of Qualification	Year Obtained
Current study (institution and qualification)		

F. WORK EXPERIENCE (please ignore if you have attached a CV with these details)							
From – To Employer (including current employer)	Position Held	FROM		TO		Reason for leaving	
		MM	YY	MM	YY		
IF YOU WERE PREVIOUSLY EMPLOYED IN THE Public Service, indicate whether any condition exists that prevents your re-employment						YES	NO
If yes, provide the name of the previous employing department							

G. REFERENCES (Please ignore if you have attached a CV with these details)		
Name	Relationship to you	Tel. No. (office hours)

DECLARATION	
I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed	
SIGNATURE:	DATE: