

invoices and creating cheques. • Preparing and capturing of document for creditor account. • Coordinating and controlling sequences associated with the verification and provision of information related expenditure transactions. • Coordinating the recording and processing procedures of expenditure transaction. • Providing information on the status of payments and specific procedural applications.

COMPETENCIES: Core Professional Competencies • Oral Communication • Written Communication • Organisation Awareness • Costing • Financial Reporting • Problem Solving • Planning and Organizing • **Functional Competencies** • Accounting • Procurement • Budgeting • Financial Management • Costing • Financial Reporting • Financial Process Management • **Public Service Orientation Competencies** • Interpersonal Relationships • Service Delivery Orientation • Communication • **Personal Competencies** • Action and Outcome Orientation • Resilience • Change Readiness • Cognitive Ability • Learning Orientation.

	<u>DIRECTORATE: FINANCE</u>
POSITION	: SENIOR CLERK SCM
SECTION	: SUPPLY CHAIN MANAGEMENT
REFERENCE	: FIN/SCS/13/11/24
REMUNERATION	: IN ACCORDANCE WITH JOB LEVEL 8 OF
	MERAFONG CITY LOCAL MUNICIPALITY(R 315 352.17 PER ANNUM,
	EXCLUDING BENEFITS)

REQUIREMENTS: Grade 12 • 3 year Tertiary Qualification, preferably in SCM/Logistics/Procurement Computer Literacy: MS Office•0 – 2 years relevant experience required. • A valid Code B drivers license.

RESPONSIBILITIES: Provide clerical support in the implementation of the evaluation process and bid committees. • Provide a filing system and safekeeping of all documentation of the component. • Adhere to acquisition policies and procedures. Effectively manage and coordinate the activities of the Municipal Stores. • Plan, set and co-ordinate inventory minimum & maximum levels. • Check and balance store issues with regard to allocation bins, votes, quantities, etc. • Check and balance requisitions and orders in respect of Stores. • Check goods receipt against orders and delivery notes as required. • Check, verify and certify invoices for payment. • Control issues with regards to fuel. • Supervise monthly closing and balancing of stock lists. - Maintain and control the asset register for the Stores. • Supervision of staff. • Manage asset disposal processes. • Liaise with suppliers and manage vendor performance. • Ensuring execution of Financial Policies, Council Resolutions, etc. • Various reporting functions. • Performing standby duties. • Serve on Bid Specification and Bid Evaluation Committees as and when required. • The successful candidate must ensure that goods distributed are signed for daily and properly recorded. • Ensure supporting documents are neatly and accurately filed for audit and control purposes. • Identify,

evaluate and address risks on a continuous basis. • Carry out various administrative tasks as required, ensuring compliance with treasury regulations, Supply Chain Management, and other related prescripts. • Keep filing systems up to date and any other additional duties allocated by the immediate supervisor.

COMPETENCIES: Core Professional Competencies • Written Communication • Oral Communication • Attention to Detail • Influencing • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and Organising • **Functional Orientation Competencies** • Business Processes • Use of Technology • Data Processing & Analysis • **Public Service Orientation Competencies** • Interpersonal Relationships • Communication • Service Delivery Orientation • Client Orientation and Customer Focus • **Personal Competencies** • Action Orientation • Resilience • Change Readiness • Cognitive Ability • Learning Orientation.

DIRECTORATE: FINANCE

POSITION : SENIOR TENDER PRACTITIONER
SECTION : SUPPLY CHAIN MANAGEMENT
REFERENCE : FIN/STP/14/11/24
REMUNERATION : IN ACCORDANCE WITH JOB LEVEL 7-6 OF
MERAFONG CITY LOCAL MUNICIPALITY(R 375 041.26 PER ANNUM,
EXCLUDING BENEFITS)

REQUIREMENTS: Grade 12 • A relevant 3 year tertiary qualification • Preferably in SCM/logistics and procurement • Computer literacy: MS Office • 5-8 years relevant experience across SCM processes including 2 years of supervisory experience.

RESPONSIBILITIES: To ensure that goods and services are procured in accordance with authorized processes only. • That expenditure incurred is in terms of an approved budget. • Monthly reports. • That the threshold values for the different procurement processes are complied with. • That Bid documentation, evaluation and adjudication criteria and general conditions of contracts are in accordance with any applicable legislation. • That any Treasury guidelines on demand Management are properly taken into account. • Preparing specs according with National Treasury regulations. • Verification of specifications for the specific procurement. • Preparations of Bid documents. • Invitations of Bid. • Advertise Bids on various print media and website. • Registering the tender on I-Tender on CIDB website. • Ensuring that the right CIDB grading is inserted. • Record keeping. • Allocation of Bid numbers. • Closing of Bids. • Prepare compliance and evaluation reports for Bid evaluation purposes. • Valid CIDB Registration if applicable.

COMPETENCIES: Core professional competencies • Oral Communication • Written Communication • Organisational Awareness • Problem Solving • Planning and Organising • **Functional Competencies** • Procurement and Tenders • Information