



# **BITOU LOCAL MUNICIPALITY**

*Bitou Municipality is inviting applications for the following vacancy from suitably qualified professionals.*

**POSITION:** SCM PROCUREMENT OFFICER (BUYER)  
**DIRECTORATE:** FINANCIAL SERVICES  
**DIVISION:** SUPPLY CHAIN MANAGEMENT  
**SECTION:** ACQUISITION & CONTRACT MANAGEMENT  
**BASIC SALARY:** R 283 087.30 – R 367 446.16 (T10) + MUNICIPAL BENEFITS  
**REF NO:** NOTICE465 of 2024

**QUALIFICATIONS AND EXPERIENCE:** •A relevant NQF 5 Tertiary qualifications, preferably in SCM / Logistics / Procurement / Finance, Economics or equivalent •0-2 years relevant experience.

**REQUIREMENTS AND SKILLS:** •Computer Literate (MS Office), •A high level of ethical conduct, responsibility, confidentiality and accuracy are required, •Ability to work independently, •Proficiency in at least two (2) of the three (3) official languages of the Western Cape (read, write and speak), •Be able to work after normal office hours, during emergencies and planned overtime.

**KEY PERFORMANCE AREAS:** •Control and performs tasks/activities with the application of specific Supply Chain Management procedures associated with the procuring of products and/or specific services, •Applying appropriate procedures and bid systems to solicit responses in the form of quotations from suppliers/ vendors or service providers, •Expediting orders by applying the appropriate processes to create procurement orders, •Perform supplier audits and evaluations by interacting with suppliers/ vendors and, evaluates and determines conformity with Supply Chain Management Policy and Guidelines, •Maintains a sound relationships with service providers/ vendors and contractors, •Communicates and interacts with officials from user-departments in respect of specific requirements and priorities •Checking quoted prices and specifications against requisitions/requirements of the user departments, •Processing of procurement requisitions on the Financial Management System, •Attends to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality, •Keeps abreast of current developments, legislative changes and emerging trends in the profession.

## **COMPETENCIES REQUIRED**

### **1. CORE PROFESSIONAL COMPETENCIES**

- **Oral Communication:** Ensures professional interaction and communication with clients.
- **Written Communication:** Effectively communicates in writing in a manner that requires minimal modification.
- **Organizational Awareness:** Operates within the municipality's policies and procedures.
- **Problem Solving:** Applies a pragmatic approach to problem solving.
- **Planning and Organizing:** Modifies plans in line with instructions from supervisors.

### **2. FUNCTIONAL COMPETENCIES**

- **Procurement and Tenders:** Procures goods and services in accordance with SCM regulations and policies.
- **Information management:** Manages the central repository and documents.
- **Task management:** Effectively allocates own time to complete work.
- **Project Management:** Participates in the development of a clear project brief.
- **Financial Process Management:** Apply policies and procedures in financial process management.

### **3. PUBLIC SERVICE ORIENTATION COMPETENCIES**

- **Interpersonal Relationships:** Able to establish rapport and gets on with others.
- **Communication:** Demonstrates effective oral and written communication.
- **Service Delivery Orientation:** Committed to excellence; in undertaking tasks and meeting deadlines.

### **4. PERSONAL COMPETENCIES**

- **Action and outcome orientation:** Shows enthusiasm to take on new projects, a self-starter.
- **Resilience:** Accepts criticism about performance in stride, while maintaining work standards.
- **Ethics and Accountability:** Conducts self in accordance with organizational values.

5. **MANAGEMENT/ LEADERSHIP**

- **Impact and Influence:** Makes positive impact and comes across as confident professional.
- **Team Orientation:** Actively participates in team activities; and shows consideration towards others.
- **Direction Setting:** Has a clear sense of his / her own and team goals.
- **Coaching and Mentoring:** Shares knowledge and information with peers and subordinates.

*Work related enquiries can be directed in writing to Mr. N Maredi, at e-mail: [nmaredi@plett.gov.za](mailto:nmaredi@plett.gov.za) , or 044 501 3141. For general enquiries contact Mrs. VR Cunningham or Ms. L Clark on telephone no: 044 501 3418*

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

Application forms are available on the Bitou website ([www.bitou.gov.za](http://www.bitou.gov.za)). A comprehensive CV, original copies of Identification documents, qualifications, and driver's license must accompany the application form and must be hand delivered/couriered to the Human Resources Section, Bitou Municipality, 1 Sewell Street, Plettenberg Bay or posted to Private Bag X1002; Plettenberg Bay; 6600 .

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities , are encouraged to apply

**Please Note:**

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. (**Compulsory**)
3. **LATE APPLICATIONS** will not be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
4. Submit separate applications when applying for multiple posts and quote reference number.
5. **Preference will be given to candidates residing within the Bitou Municipal Area.**

**M MEMANI**  
**MUNICIPAL MANAGER**

**CLOSING DATE: 20 DECEMBER 2024 @ 12h00p.m.**

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful.  
**Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.**