



# **BITOU LOCAL MUNICIPALITY**

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

**POSITION:** SCM PRACTITIONER  
**DIRECTORATE:** FINANCIAL SERVICES  
**DIVISION:** SUPPLY CHAIN MANAGEMENT  
**SECTION:** ACQUISITION & CONTRACT MANAGEMENT  
**SUB-SECTION:** BIDS  
**BASIC SALARY:** R 334 201.42 – R 433 826.00 (T11) + MUNICIPAL BENEFITS  
**REF NO:** NOTICE 466 of 2024

**QUALIFICATIONS AND EXPERIENCE:** • A relevant NQF 5 Tertiary qualification, preferably in SCM/ Logistics / Procurement / Finance/ Economics or equivalent • 2-5 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:** • Implementation of functional procedures, systems and controls associated with the key performance areas and result indicators of Tender Management and administration • The evaluation of tender documents received in terms of compliance with the minimum requirements and conducting investigations to determine the extent of variation or non-conformance to statutory requirements, policies and procedures required for responsiveness of tenders • Coordinating and compiling recommendations for the adjudication of tenders • Co-ordinates specific logistical and procedural requirements associated with Bid Evaluation (BEC) & Bid Adjudication Committee (BAC) meetings • Co-ordinates institutional governance function • Provide an effective correspondence/ information and recordkeeping system and accesses records of discussions, instructions and correspondence, for the Supply Chain Management Unit • Provides an effective institutional performance administration service • Provide a specific administrative recording and reporting support service in the SCM unit • Maintains relationships with service providers/ vendors and contractors • Keeps abreast of current developments, legislative changes and emerging trends in the profession.

## **COMPETENCIES REQUIRED**

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

- **Oral Communication:** The ability to articulate complex concepts in an understandable, convincing manner.
- **Written Communication:** Communication of complex information in a manner that is understandable (language and format) to the specific audience.
- **Organizational Awareness:** The ability to understand the key drivers in the sector and the municipality and to apply this understanding to meet the service delivery objectives and challenges.
- **Problem Solving:** The ability to identify potential problems, to break the problems into component parts, to generate potential solutions, to select an option and implement it.
- **Planning and Organizing:** The ability to plan activities within specific timeframes and then to execute these activities according to plan.

### **2. FUNCTIONAL COMPETENCIES**

- **Procurement and Tenders:** Manages the procurement and tenders process according to prevailing legislation, norms and standards.
- **Information management:** The gathering and analysis of data, in order to conclude thereon.
- **Task management:** Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes.
- **Project Management:** Ability to plan, co-ordinate and control the tasks of self and others in the delivery, operations and maintenance of infrastructure and other tasks, to the required specification and within budget and schedule.
- **Financial Process Management:** Ability to support an effective, economic and efficient SCM function through financial processes.

### 3. PUBLIC SERVICE ORIENTATION COMPETENCIES

- **Interpersonal Relationships:** The ability to establish and maintain productive relationships with people within and outside of the municipality.
- **Communication:** The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others
- **Service Delivery Orientation:** The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals.

### 4. PERSONAL COMPETENCIES

- **Action and outcome orientation:** The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on tasks, to be energetic, persistent and reliable
- **Resilience:** The ability to respond constructively to pressure / stress situations and the ability to persist with goals despite obstacles and setbacks.
- **Ethics and Accountability:** The ability to innovate and challenge the status quo and the ability to cope with change driven by others.

### 5. MANAGEMENT/ LEADERSHIP

- **Impact and Influence:** The ability to inspire a positive attitude in others and be able to influence others effectively.
- **Team Orientation:** The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal.
- **Direction Setting:** The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy in and commitment to the goals.
- **Coaching and Mentoring:** The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimising their talent.

*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.**