



INTERNAL / EXTERNAL ADVERTISEMENT

FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NO: FDDM 064-2011/12

Applications are invited from suitably qualified persons to apply for the under mentioned position based at Fezile Dabi District Municipality. Council is committed to the policy of Affirmative Action and any appointment that would ensure equity and representivity shall be given preference.

POST TITLE: SUPPLYCHAIN OFFICER

POST LEVEL: 7

DEPARTMENT: FINANCE

SALARY SCALE: R 186,684.00 - R 205,848.00 p.a

BENEFITS: Provident or pension fund, medical aid subsidy, rental/housing subsidy

REQUIREMENTS:

- Grade 12 , Supply Chain Management/ Logistics Diploma
- At least two years working experience
- Computer literacy
- Ability to work under pressure.
- Valid Code B driver's license without endorsement.

RESPONSIBILITIES:

- Analyze the accounting records such as official orders, delivery notes with endorsements.
- Receive a user requisition from the relevant user department, detailing the exact specifications of the goods and / or services.
- Evaluate quotations based on Supply Chain Management Policy and regulations and recommend an appropriate supplier based on all quotations received.
- Prepare a notice according to the relevant user department specifications.
- Prepare bid document and forward to the Senior Supply Chain Practitioner for review and authorization.
- Prepare a newspaper advertisement according to the specifications approved by the Specification Committee.
- Evaluate the bids received together with all other accompanying documents to assess technical acceptability and adherence to requirements as per the advertisement.

DIRECTIONS TO CANDIDATES:

1. Application letter, together with a comprehensive CV and certified copies of qualifications, can be directed to: **The Municipal Manager, Fezile Dabi District Municipality, John Vorster Road, PO Box 10, Sasolburg, 1947.**
2. Late, Faxed or e-mailed applications will not be accepted.
3. Candidates must be prepared to be subjected to security clearance
4. Canvassing will automatically disqualify a candidate.
5. Enquiries should be directed to **Mr. B.P. Molupe (Manager CSS): Tel 016 970 8600.**
6. Should you not receive any response within 2 months after the closing date consider your application unsuccessful.
7. The Municipality reserves the right to make no appointment.

CLOSING DATE: 2 APRIL 2012