



INTERNAL VACANCY

The OVERBERG DISTRICT MUNICIPALITY has the following vacancy in the Directorate: Finance, Department Supply Chain and Assets Management, to be filled permanently as soon as possible.

ADMINISTRATOR: SUPPLY CHAIN MANAGEMENT (1 X BREDASDORP)

Requirements: Grade 12. Two (2) to five (5) years relevant experience. Sound writing, administrative, interpersonal and communication skills. Computer Literate: MS Office. Applicants must be literate in at least two of the three official languages of the Western Cape

Other requirements: Performs complex administrative functions which require specialised knowledge; and operates under limited supervision.

Responsibilities/ Duties: The incumbent will be responsible to request quotations from suppliers. Assist with the tender process, opening of tenders and handling of tender administration. Liaise with suppliers. Handle administration functions in the Supply Chain Management Unit. Performing other Supply Chain Management duties as assigned by the Manager: Supply Chain Management and Assets from time to time.

The competency level for this position is a level 3 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
<ul style="list-style-type: none">• Managing work• Problem solving• Planning and Organising• Quality Orientation	<ul style="list-style-type: none">• Workplace safety• Discipline specific skills	<ul style="list-style-type: none">• Service delivery orientation• Interpersonal Relationships• Communication• Customer orientation and customer focus	<ul style="list-style-type: none">• Action orientation• Resilience• Accountability and Ethical• Learning Orientation	<ul style="list-style-type: none">• Direction setting• Impact and influence• Team Orientation• Coaching and mentoring

Job related enquiries: Ms D Kapot-Witbooi at (028 425 1157)

Salary: T-9= R 246 624 – R 312 324 per annum plus the normal fringe benefits of a Local Authority.

Closing date: 17 August 2023

All applications must be submitted on the prescribed ODM application form, (found on www.odm.org.za) together with a detailed CV, certified copies of original qualifications, ID document and driver's licence, the names of three references from current and previous employers including their current e-mail addresses. All documents are to be returned to the Department: Human Resources, 26 Long Street, Bredasdorp 7280, for attention Ms Anita August or emailed to aaugust@odm.org.za. Incomplete and late applications and applications with no proof of requirements will not be processed or considered.

Please note:

1. Overberg District Municipality is committed to Equal Opportunity. Candidates from designated groups, including those with disabilities, are encouraged to apply.
2. It would be expected of candidates to be subjected to evaluations and that previous and current employers, as well as references, will be contacted. Verification will be done on qualifications, criminal and credit records.
3. Overberg District Municipality complies with the Protection of Personal Information Act (POPIA), Act 4 of 2013. Applicants agree that their personal information may be recorded and processed by the Municipality.
4. If no notification is received within 90 days, please regard your application as unsuccessful. The right not to make appointment or re-advertise is reserved by council.
5. The permanent appointment includes the signing of an employment contract, declaration of interest and performance agreement.
6. The appointed employee will be appointed on a minimum probationary period of three months and a maximum probationary period of twelve months.