

EXTERNAL ADVERTISEMENT

Ubuhlebezwe Local Municipality invites applications for suitable qualified candidates for appointment in the following position:

BUDGET AND TREASURY OFFICE

Contracts Management Officer (Re-advertisement)

Salary Scale: R269 270.56 – R349 713.00 Per Annum (T11)

Applicable Benefits: Medical Aid, Pension, 13th Cheque, Homeowner Allowance

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Bachelor of Commerce/National Diploma in Financial Management/Logistics/Supply Chain Management or a relevant qualification
- 3 years' experience in Municipal SCM environment/ Auditing environment.
- Valid driver's licence

KEY PERFORMANCE AREAS

- Draft and guide reporting processes with regards to contracts and tenders while verifying that details, terms and conditions, specifications, etc comply with laid down policies, regulations, and procedures.
- Coordinate and serve on the Bid Evaluation Committee and advise on procedures and policies.
- Participate in the appointment process and briefing of parties (consultants/ contractors, etc) on the terms and scope of such appointments and evaluating, investigating and approving submissions on progress, performance and costs.
- Monitor Contractor and Service Provider performance against agreed terms and conditions through ongoing interaction with site personnel, on-site inspections, etc. and alert the Contractor or Service Provider to any acts of non-conformance.
- Implement procedures to administer contracts and the processing of completion certificates and, verifying outcomes prior to approving payment certificates.
- Evaluate and monitor the adequacy of Council's Affirmative Procurement Policy in providing opportunities to emerging contractors to develop and enhance their skill base and promote employment at a local level.
- Resolve technical conflicts and contractual claims and prepare the necessary reports presenting councils arguments at arbitration.
- Liaise with Departments with regards to delays to their requests and advise accordingly
- Implement sequences associated with establishing databases reflective of all supply chain initiatives.

- Participate in various meetings (council, internal and external forums) and provide comments and opinions on matters affecting or concerning functionality.
- Respond, through the collection of factual information and/ or conducting the necessary investigation/ research, to enquiries and concerns on service delivery from Councillors, government departments, suppliers, etc.

Ubuhlebezwe Municipality is an equal opportunity, affirmative action employer.

A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificates and Identity Document, must be forwarded to: The Municipal Manager, P. O. Box 132, Ixopo, 3276 by not later than 16h00 on 10 December 2021. Alternatively, applications can be hand delivered at: Ubuhlebezwe Municipality, 29 Margaret Street, Ixopo, 3276. Faxed applications will not be accepted. If you do not hear from Council within 30 days of the closing date, please consider your application as unsuccessful. All enquiries should be directed to the HR Officer, Ms B Nondabula at (039) 834-7700.

Council reserves the right not to make any appointment into the abovementioned position.



GM Sineke
Municipal Manager