



LOCAL MUNICIPALITY OF LEKWA

The Lekwa Local Municipality with its seats in Standerton, invites applications from qualified, motivated and innovative individuals for the following positions to become part of and join a dynamic and growth orientated Local Authority.

EXTERNAL ADVERTISEMENT
DEPARTMENT: BUDGET AND TREASURY OFFICE
POSITION: Senior Clerk Demand Management (PERMANENT)
Reference number: BTO/SNCDM/001
Salary: R346 411.06 per annum Task Grade 11

Minimum Requirements

- A relevant 3-year tertiary qualification, in Supply Chain Management/Logistics/Procurement at NQF 5
- Municipal Finance Management (SAQA Qualification ID No. 48965) shall be the added advantage.
- Customer Service, experience in client liaison and telephone etiquette
- Excellent report writing skills
- Good communication skills
- Computer Literacy.
- 2-3 years relevant experience.

Key Performance Areas

- To ensure list of accredited suppliers is maintained for the procurement of goods and services.
- To ensure monthly report for SCM are submitted to manager SCM.
- Serve as the Bid Specification Committee secretary.
- Registration on Central Supplier Database a supplier is a provider of goods or services, which meets the criteria of the Lekwa Local Municipality, who is registered on the CSD and who is able to perform services or supply.
- Standards and specifications must promote the broadest possible competition, while the performance requirements must ensure that the critical elements of performance are achieved.
- As far as possible standard must originate from credible institutions such as the south African Bureau of Standard (SABS), International Standards Organisation or Institutions accredited by the South African National Accreditation System (SANAS).
- Specifications should be based on relevant characteristics and performance requirements, reference to brand names should be avoided. Where brand names are used, it should be accompanied by words "or equivalent".

Inherent requirements

- Attention to detail, Administrative and Organisational skills, Ability to work under pressure with a team and within a set time frames, excellent verbal and written communication skills.

Please Note:

1. Interested applicants meeting the requirements are requested to forward an application form, comprehensive Curriculum Vitae, together with originally certified copies of qualifications and identity documents to **The Municipal Manager (Attention Manager Human Resources), PO Box 66, Standerton, 2430** or hand-deliver such at the **Lekwa Local Municipal Administrative Building, Corner Dr Beyers Naude and Mbonani Mayisela Street, Standerton.**
2. Faxed, e-mailed and late applications will not be considered.
3. Correspondence will only be entered into with shortlisted candidates Applicants who have not been contacted within sixty (60) days of the closing date should consider their applications unsuccessful
4. Lekwa Local Municipality reserves the right not to make any appointment.
5. The submission of an application gives Lekwa Local Municipality the right to make inquiries necessary to obtain information regarding the applicant's background. Such enquiry will include current and previous employers, criminal record as well as academic institutions. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA).
6. Canvassing Councillors or officials for the appointment is strictly prohibited and will automatically disqualify the applicant.
7. People from previously disadvantaged groups and people with disability are encouraged to apply &
8. The application for employment form obtainable from the lekwa local municipality website at www.lekwalm.gov.za must be completed.
1. For further enquiries please contact the Human Resources Administration Officer, Mr. F.N. Gqwashu at fgqwashu@lekwalm.gov.za or [087 562 5296](tel:0875625296)

Notice: 04/2024

Closing date for applications: 05 March 2024

M.J LAMOLA
MUNICIPAL MANAGER