



HANTAM MUNISIPALITEIT

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Hantam Local Municipality, based in Calvinia, currently has the following vacancy and applications are awaited from competent persons who meet the set minimum job requirements. Prescribed application forms are available at the offices and on the website (www.hantam.gov.za) of Hantam Local Municipality. Hantam Local Municipality is an equal opportunity employer and respects the provisions of the Employment Equity Act.

CLERK: BUYER
REFERENCE NO. FIN 04-2024/25

REQUIREMENTS AND EXPERIENCE

- Grade 12
- Computer literacy: MS office
- 0-2 years relevant experience required
- Code B driver's license
- Proficiency in at least two (2) of the official languages (Afr/Eng)
- Good human relations, interpersonal and communications skills
- Ability to give attention to detail
- High level of responsibility
- Ability to work under pressure

JOB PURPOSE

- Coordinates the procurement of materials/ items/ products and services, adhering to specific performance outcomes related to fair, equitable, transparent, competitive and cost effective service, and undertakes administrative activities/ tasks associated with checking, verifying, updating, completing and submitting documentation, forms and schedules, in keeping with the Supply Chain Management Act.

KEY PERFORMANCE AREAS

- Coordinates and performs specific activities/ tasks associated with the planning controlling the receipting, storage and utilization of items
- Processes transactional information on specific computerized applications and completes forms, schedules and documents
- Interacts and cultivates strategic alliances with suppliers and service providers critical for optimum supply chain performance

COMPETENCY LEVELS

The competency level for this position is at level 1 as stipulated in Annexure A of the Municipal Staff Regulations 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">• Oral communication• Written communication• Organisational awareness• Problem solving• Planning and organising	<ul style="list-style-type: none">• Procurement and tenders• Information management• Task management• Project management• Financial process management	<ul style="list-style-type: none">• Interpersonal Relationships• Communication• Service delivery orientation	<ul style="list-style-type: none">• Action and outcome orientation• Resilience• Ethics and accountability	<ul style="list-style-type: none">• Impact and influence• Team orientation• Direction setting• Coaching and mentoring

SALARY: Post level T7 (R 176 748-00 p.a.)

GENERAL

All applications must include: a complete CV, certified copies (certified copies not older than 6 months) of qualifications, identity document, driver's license and the names of references (with their e-mail addresses) from current and previous employers.

Correspondence will be limited to shortlisted candidates only. If you do not receive feedback from the Municipality within 3 weeks after the closing date, you can accept your application as unsuccessful. Canvassing of Council members or any member of the Appointment Committee will immediately disqualify applicants. The municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provided to us is true, up to date and correct. Women, youth and people with disabilities are welcome to apply.

Your application must be sent to: The Acting Municipal Manager, Hantam Local Municipality, 20 Dr. Nelson Mandela Drive, Calvinia, 8190. The prescribed application form for Hantam Local Municipality must be completed and not a Z83 form. E-mail applications are also accepted at email address: records@hantam.gov.za. Shortlisted applicants MUST bring along the original application to the interview. Candidates may be subjected to reference checks and personal credential verification. No late applications will be considered. Successful candidate will be expected to sign an employment contract and where applicable a performance agreement and disclosure of benefits and interest. Enquiries can be directed to Ms. E. De Wet (Manager HRM & Admin) on 027-341 8500.

Hantam Local Municipality reserves the right not to appoint or fill the advertised post.

CLOSING DATE: FRIDAY 13 SEPTEMBER 2024

Mr. T. Tlhoale
ACTING MUNICIPAL MANAGER