



SALDANHA BAAI BAY
MUNISIPALITEIT | MUNICIPALITY | uMASIPALA

Saldanha Bay Municipality is a high-profile municipality that takes care of its people to deliver the highest quality of service to its residents and visitors. We are also committed to the goals of our Employment Equity Plan. If you are competent and committed and would like to work in a professional environment, you are welcome to apply for the following position on our staff establishment.

PLEASE NOTE THAT ONLY HAND DELIVERED APPLICATIONS WILL BE ACCEPTED.
NO EMAILED OR FAXED APPLICATIONS WILL BE ACCEPTED.

DELIVERY ADDRESS: HUMAN RESOURCES DEPARTMENT, 21 C BEANSA BUILDING, MAIN ROAD, VREDENBURG 7380

DIRECTORATE: FINANCE

DEPARTMENT: SUPPLY CHAIN MANAGEMENT

BID ADMINISTRATOR (EVALUATIONS)

Duties will entail: Pre-evaluation of all bid documentation received for the procurement of goods and services above R300 000 • Administration of bid evaluation process • Responsible to ensure that the contracts do not lapse in terms of validity period • Assists with the opening and registration of tenders to ensure a transparent process • Internal and External Communication • Report on any irregularities to SCM Manager

Minimum requirements: A relevant three-year tertiary qualification preferable in SCM/Logistics/Procurement/Law/Accounting • 1-year relevant experience • Computer literacy.

Preferred requirements: A relevant three-year tertiary qualification preferable in SCM/Logistics/Procurement/Law/Accounting • 2-5 years relevant experience • Computer literacy.

Competencies: Oral communication • Written communication • Organizational awareness • Problem solving • Planning and organizing • Procurement and Tenders • Information management • Task management • Project Management • Financial Process Management • Interpersonal relationships • Communication • Service delivery orientation • Action & outcome orientation • Resilience • Ethics and accountability • Impact and influence • Team orientation • Direction setting • Coaching and mentoring.

T9 (Estimated CTC R441 628.58 p.a.)

Basic Salary: T9 (R 274 415.95 – R356 209.09 p.a)

Enquiries can be directed to **Mr A Plaatjies** at **022 701 6866**