



SALDANHA BAAI
MUNISIPALITEIT | MUNICIPALITY | uMASIPALA BAY

Saldanha Bay Municipality is a high-profile municipality dedicated to serving its people with excellence. We are committed to employment equity and welcome applications from competent individuals, including those living with disabilities, who seek a professional and inclusive work environment.

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

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

DIRECTORATE: FINANCE

DEPARTMENT: SUPPLY CHAIN MANAGEMENT

BID ADMINISTRATOR (EVALUATIONS) X2

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.

Duties will entail: Pre-evaluation of all bid documentation received for the procurement of goods and services above R200 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.

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 R462 505.04 p.a.)

Basic Salary: T9 (R 287 450.68 – R 373 129.04 p.a)

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