

CAREER OPPORTUNITY



Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

Garden Route District Municipality is fully committed to Employment Equity.

Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of the Organisation

Applicants are invited for the following vacancy in the Finance department.

PROCUREMENT OFFICER (GARDEN ROUTE DISTRICT MUNICIPALITY- GEORGE)

Salary: R 185 810,04 - R 241 184,88 per annum (T9)

Minimum requirements:

- Grade 12 + 50% pass rate in mathematics
- Computer literate
- Code EB Driver's License
- 1 year experience in a procurement environment

Duties:

- Issuing of stores order-data processing
- Processing of issued fuel-Data processing
- Enquiries-receive walk-in and telephone enquiries regarding order and capturing of fuel issues-Obtain all necessary information and check the system to verify the detail-provide the relevant information to the enquirer to prevent time loss in the execution of duties and work instructions
- Receiving and serving of fuel at the George Store.
- Assist at the George Store
- To ensure that the electronic document system is maintained in the absence of the immediate superior
- Ensure requisitions for the purchase of goods are verified and processed

Note (s):

- *Preference will be given to candidates residing in the Garden Route District Municipal area.*
- *Applicants should confirm their employment history by submitting the following supporting documentation:*
- *Qualifications (Degree/Diploma)*
- *Identity Document (SA);*
- *Any other applicable documentation required.*
- *Candidates must be willing to be subjected to practical/proficiency testing.*
- *Candidates must be willing to be subjected to a criminal record check.*
- *Your application will also be subjected to references from your previous or current employers.*
- ***No late, faxed or emailed applications will be accepted.***

Probation period: 6 months

Benefits:

- Subsidised housing-, medical-, pension- and group insurance schemes.
- Optional membership of major medical expenses plan.
- Generous vacation and sick leave benefits, plus a bonus equivalent to one month's salary.
- Five day working week.
- Furniture removal cost is payable by Council, subject to certain conditions.

Application forms and further information:

Please forward a completed application form with a comprehensive Curriculum Vitae, accompanied by an original certified copy of your Identity Document and relevant qualifications to: Garden Route District Municipality, Registration Section, 54 York Street or P.O. Box 12, George, 6530. The application forms are available at the offices of Garden Route District Municipality or visit our website at www.gardenroute.gov.za. For enquiries, contact Ms Amanda Booysen in Human Resources on 044 803 1389/ 1388/1413.

Only shortlisted candidates will be contacted. Should candidates not be contacted within two months after the closing date, they may accept their application as unsuccessful.

The Garden Route District Municipality reserves the right not to make or confirm an appointment on posts.

Closing date: Friday, 3 May 2019 before 13:30
Notice no: 63/2019



MG STRATU
MUNICIPAL MANAGER

Candidates with disabilities are encouraged to apply.