

# 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.**

**Applications are invited for the following vacancy in the Financial Services Department.**

## **PROCUREMENT OFFICER (GARDEN ROUTE DISTRICT MUNICIPALITY- GEORGE)**

**Salary:** R 210 255, 72 – R 272 915, 76 per annum (T9)

### **Minimum requirements:**

- Certificate or National Diploma in Commerce (NQF Level 4)
- Computer literacy
- Minimum of 1 year relevant experience in Commercial Environment Administration or Public Finance Space;
- Language proficiency in at least two of the three official languages of the Western Cape (Afrikaans and/or English and/or IsiXhosa).

### **Duties:**

- Issuing of store item and ordinary orders for Roads and GRDM – Data Processing;
- Processing of issued fuel – Data Processing;
- Engaging with personnel and external parties on orders issued;
- Receiving and serving of stock at the George store;
- Monthly stock take

### **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 or faxed 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 or email to [info@gardenroute.gov.za](mailto:info@gardenroute.gov.za). The application forms are available at the offices of Garden Route District Municipality or visit our website at [www.gardenroute.gov.za](http://www.gardenroute.gov.za). For enquiries, contact 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, 26 February 2021 before 13:30

**Notice no:** 04/2021

**MG STRATU  
MUNICIPAL MANAGER**



**Candidates with disabilities are encouraged to apply.**