

SWELLENDAM MUNICIPALITY

VACANCY : ACCOUNTANT (SUPPLY CHAIN MANAGEMENT)

(Directorate: Financial Services -- Salary level T12 : R314 312 – R354 312 per annum plus normal benefits

Minimum requirements:

- National Diploma in Supply Chain Management / Finance / Public Administration (NQF Level 6);
 - 4 years applicable experience;
 - Computer Literacy (MS Office applications);
 - Proficient in at least 2 languages of the 3 Western Cape official languages;
 - Code EB Driver's License.
- ❖ Completed Municipal Minimum Competency Course (MMC) will be advantageous.

Duties:

- ***Refer to attached document.***

Enquiries with regards to the duties of the post can be directed to mr Brandon Beyers, Manager Supply Chain Management at telephone (028) 514 8500.

Applications, on the **prescribed application form**, obtainable from Human Resources or on the municipal website, accompanied by a CV and certified copies of ALL qualifications mentioned on the CV, ID document and at least two references, must be addressed to the Human Resource Manager to reach him on or before **Friday, 05 February 2021 at 16:00**. The completion of the application form in your own handwriting is **compulsory**. Please take note that applications that do not contain supporting documentation, will be automatically disqualified. Applications may also be submitted to the respective administrative offices in Swellendam, Buffeljagsrivier, Suurbraak and Barrydale. **E-mail** applications up to a **maximum** of **20 PAGES ONLY** can be sent to audrey@swellenmun.co.za.

Swellendam Municipality is an equal opportunity employer. The Municipality reserves the right not to make an appointment. Canvassing with councillors is an offence and will result in the disqualification of an application. If no feedback is received within eight weeks of the closing date, please consider your application as unsuccessful.

Swellendam Municipality
49 Voortrek Street (PO Box 20)
Swellendam, 6740
Tel: (028) 514 8500

A.M. GROENEWALD
MUNICIPAL MANAGER

(Notice HR 05/2021)

Job purpose: Implement, co-ordinates and controls the Supply Chain Management demand, acquisition and contract management processes, aligning procedures, systems and controls, executing applications to monitoring service provider performance, addressing non-performance/underperformance and maintaining records of outcomes supporting and contributing to fair, equitable, transparent and cost-effective procurement practices that is consistent with policies and laid down requirements encapsulated in legislative frameworks.

NO.	DUTIES/TASKS (What, How and Why)
1.	SUPPLY CHAIN MANAGEMENT PROCEDURAL APPLICATION
1.1	<p>PROCEDURES, SYSTEMS AND CONTROLS</p> <p>Implement and co-ordinates the functional procedures, systems and controls associated with the key performance areas and result indicators of the functionality by :</p> <ul style="list-style-type: none"> • Communicating with the immediate superior on specific aspects of Supply Chain Management policy and processes, clarifying understanding and implementation approach, outcomes and performance measures. • Aligning information systems, applications, work processes and role boundaries to support functional outcomes related to contractor performance. • Participating in the SCM Bid Specifications Committee as a member and provide information and facts pertaining to matter being considered in order to influence sound decision making. • Participating in the Bid Evaluation Committee as chairperson ensuring proper participation of members in discussions and an unbiased approach in decision making. • Providing guidance to personnel, prospective bidders and/or service providers on the interpretation of procedures, application and communication sequences associated with the Supply Chain Management cycle. • Ensuring the updating and processing of system information, maintaining records and registers/information with respect to service providers and related procedural/contractual requirements and/or extracting reports on the status of procurement activities. • Ensuring that all the formalities regarding signing, capturing and lodging of contracts are adhered to. • Communicating with prospective bidders to assess their capability to deliver services to the Municipality, recording and reporting outcomes to the immediate superior. • Communicating and interacting with Directorates/divisions and/or service providers to monitor and establish conformance with specifications, terms and conditions and related legal aspects and informing the immediate superior of non-compliance or conflicting issues requiring remedial action. • Participating in discussions at meetings with service providers and detailing deviations or noncompliance to the scope and terms of contracts and/or standards and quality of the delivery of the service. • Conducting quality checks of supplier products and/or internal SCM administrative systems, recording and discussing observed deviations with the supplier/immediate superior to facilitate rectification. • Conducting supplier audits and evaluations to ascertain applicability and adherence to standards and regulations. • Receiving quotes/tenders and documentation in accordance with procedures, scheduling and attending to the opening of quotations/tenders to public and updating registers. • Attending to the screening, verification and pre-qualification of persons/companies participating in the bidding process. • Interacting to clarify needs analysis with internal departments and investigating/ assessing impacting variables (expenditure, commodity, market/ industry). • Aligning need analysis outcomes to budgetary provisions to establish and comment on costs versus allocations. <p>In order to ensure that service providers/vendors conform to the terms and conditions, quality standards and statutory requirements stipulated in SCM legislation/regulations and policies and any deviations identified and corrective measures implemented.</p>

<p>1.2</p>	<p>DEMAND MANAGEMENT</p> <p>Executes applications with respect to establishing the requirements against available resources by</p> <p><u>Supplier Database</u></p> <ul style="list-style-type: none"> • Provide more complex advice to suppliers on listing requirements and commodity selection • Verify and list suppliers on the supplier database and ensure compliance • Draw basic management reports to allow management to monitor bids advertised • Facilitate sessions with suppliers to support registration on supplier database • Verify accuracy and completeness of checklists, draw management reports and institute timely corrective actions <p><u>Needs analysis and demand planning</u></p> <ul style="list-style-type: none"> • Conduct a needs, market and industry analysis as well as historical trend and SCM spend analysis and appropriate data collection. • Conduct appropriate sourcing strategies, historical trends, SCM spend analysis and tender conditions when compiling the demand plan • Facilitate the arrangements and hosting of demand planning meetings and maintain the minutes • Implement market and industrial analysis to categorise projects in to the different industrial sectors • Implement the demand planning compilation process for a structured procurement process aligned with the strategic objectives and budget of the Institution. • Verify accuracy and completeness of information for the correct compilation of the procurement/demand plan <p><u>Annual Procurement plan</u></p> <ul style="list-style-type: none"> • Monitor and continuously update of the procurement plan during the year and maintain an appropriate audit trail. • Administer the procurement planning compilation process in accordance with any regulatory requirements and ensure a structured procurement process aligned with the strategic objectives and budget of the Institution. • Conduct historical and industry trends, where required, and SCM spent analysis and advise management when compiling the procurement plan • Extract basic management reports to allow management to monitor procurement planning and maintenance • Facilitate the arrangements and hosting of procurement planning meetings and maintain the minutes • Verify accuracy and completeness of checklists, extract management reports and institute timely corrective actions <p><u>Confirmation of funding</u></p> <ul style="list-style-type: none"> • Extract basic management reports to allow management to monitor demand planning and costing and institute timely corrective actions • Advise on appropriate funding sources and budgetary items, economic classifications requirements when costing the demand plan to ensure the most cost effective procurement solution • Conduct life-cycle costing of required commodities and advise management when costing their demand plans <p>In order to ensure requirements are established to enable planning and alignment of outcomes to meet critical functional deliverables.</p>
<p>1.3</p>	<p>ACQUISITION MANAGEMENT</p> <p>Executes appropriate applications, processes and bid systems associated with acquisition and appointment process of service providers, by</p> <p><u>Acquisition processes/methods</u></p> <ul style="list-style-type: none"> • Advise clients on the requirements for other acquisition methods • Assist clients with the preparation of the required forms, templates and analyses required to motivate for other acquisition methods • Implement basic petty cash, quotes or competitive tendering acquisition methods and processes required to source suppliers • Process applications for other acquisitions methods, via the supervisor, to the relevant authority for

approval

- Provide more complex advice to clients on basic petty cash, quotes or competitive tendering acquisition methods
- Verify accuracy and completeness of compliance checklists and registers, extract management reports and institute timely corrective actions
- Extract basic management reports to allow management to monitor bids sourced and acquisition method applied
- Maintain a register of acquisition methods requested and approved and extract management reports for analysis purposes
- Facilitate the other acquisition method process as approved and maintain the portfolio of evidence

Sourcing and pre-qualifying suppliers

- Monitor and verify accuracy and completeness of quotes invited and register, extract management reports and institute timely corrective actions
- Oversee and also source quotes from suppliers, in order to promote due process
- Pre-qualify responsive suppliers based on specification criteria in order to assist the relevant management structures for the selection of suppliers
- Provide more complex advice to bidders in preparation for submission of quotes in order to promote due process and promote access to government procurement
- Extract basic management reports to allow management to monitor quotes sourced and received
- Maintain a register of quotes pre-qualified and recommended and extract management reports for analysis purposes

Analysis of procurement requisition

- Monitor and verify accuracy and completeness of requisition and registers in order to allow the extracting of management reports and to institute timely corrective actions
- Provide more complex advice to clients on the preparation of requisitions
- Verify and approve requisitions and specifications from clients
- Extract basic management reports in order to allow management to monitor requisitions received.

Compilation of specifications

- Administer the compilation of specifications/ terms of reference process to ensure compliance to prescripts and that adequate information is to prospective bidders are provided
- Advise on risks and contractual conditions to be considered as part of specifications/ terms of reference to ensure Institutions exposure to risks and contractual concerns are mitigated.
- Advise on sources to be contacted to obtain information when compiling specifications/ terms of reference
- Advise with the determination of functionality to effectively evaluate offers
- Advise with the determination of PPPFA
- Verify accuracy and completeness of checklists and bid registers, extract management reports and institute timely corrective actions
- Affect amendments to tender documentation after bid specification meeting, if required, and process for approval to adhere to decisions reached at meeting and to obtain the relevant approvals
- Facilitate the arrangements for bid specification meetings
- Maintain minutes of bid specification committee meetings

Compilation of bid documents

- Facilitate the administrative function of the bid compilation process
- Verify accuracy and completeness of checklists and bid registers, extract management reports and institute timely corrective actions
- Facilitate the arrangements for the meeting of the Bid Committees
- Maintain the minutes and other evidence of bid specification committee meetings

	<p><u>Advertisements and briefing sessions</u></p> <ul style="list-style-type: none"> • Administer & advise on the bid advertisement processes to ensure compliance to prescripts and that adequate information to prospective bidders are provided • Affect amendments to tender documentation after briefing session, if required • Verify minutes of briefing sessions to attendees • Ensure facilitation of briefing sessions • Verify accuracy and completeness of checklists and bid registers and institute timely corrective actions <p><u>Evaluation and adjudication of bids</u></p> <ul style="list-style-type: none"> • Clarify inconsistencies or uncertainty with bidders, if so permitted • Implement the process to verify governance compliance documentations (including preference points, check lists) • Implement the arrangements for the meeting of the Bid Evaluation and Adjudication Committees • Ensure that tender evaluation reports are prepared to allow the bid committees to appropriately apply their minds <p><u>Negotiating with suppliers</u></p> <ul style="list-style-type: none"> • Maintain minutes of negotiation meetings • Prepare negotiation documentation • Verify completeness of the negotiation process portfolio of evidence <p>In order to ensure Supply Chain Management is complied with, contributing to fairness and transparency in the process.</p>
<p>1.4</p>	<p>CONTRACT MANAGEMENT</p> <p><u>Contract administration</u></p> <ul style="list-style-type: none"> • Compile and maintain contracts database with supporting evidence • Compile application for price adjustments or invoking penalty clauses for appropriate contract administration <p><u>Management of contract performance</u></p> <ul style="list-style-type: none"> • Collate data for contract performance and risks, identify trends and implement timely corrective actions • Compile all relevant documents to the contract • Compile contract payments aligned to contract and ensure timely payment and sound cash management • Execute contract close-out activities and proper record management • Execute contract service level agreement (SLA) and promote sound contract management • Identify contract performance risks and initiate or implement timely corrective and mitigation actions • Implement contract administration activities and prevent abuse <p><u>Supplier performance management</u></p> <ul style="list-style-type: none"> • Compile prescribed supplier Performance Reports in the approved templates in order to adhere to reporting requirements • Develop basic supplier performance indicators and compliance checklists, identify and analyse areas of supplier development needs, areas of non-performance and institute appropriate controls
<p>1.5</p>	<p>RELATIONSHIP MANAGEMENT</p> <p>Maintains relationships with service providers/vendors and contractors by:</p> <ul style="list-style-type: none"> ▪ Participating in meetings and providing information on specific Supply Chain processes and procedures. ▪ Meeting and/or interacting telephonically with sales personnel to seek information on pricing, product availability or introduction of new product ranges. ▪ Conducting supplier audits and evaluations to ascertain applicability and adherence to standards and regulations. <p>In order to ensure that positive relationships are maintained contributing to the efficiency and effectiveness of the functionality to support specific requirements and outcomes.</p>

1.5	<p>SCM COMPLIANCE AND REPORTING</p> <p>Implement and execute specific procedures associated with SCM compliance and reporting processes by :</p> <p><u>Optimal system utilisation and reporting</u></p> <ul style="list-style-type: none"> • Draw management reports from the SCM system(s) and analyse SCM compliance and performance • Make elementary recommendations to rectify findings. • Review, verify and capture SCM information and transactions and assist with analyses and reporting. <p><u>SCM abuse mechanism</u></p> <ul style="list-style-type: none"> • Assist with the development and implementation of the SCM abuse mechanism and pro-actively manage or prevent SCM abuse • Assist with the investigation of reported incidences of SCM abuse and ensure that an appropriate portfolio of evidence is maintained • Maintain a register of SCM abuse complaints, determine trends in relation to SCM abuse and develop controls to mitigate such <p><u>Safeguarding of SCM information</u></p> <ul style="list-style-type: none"> • File SCM information and transactions on the filing system (manual and/or electronic) • File and retrieve SCM information. • Retrieve SCM information from the filing system (manual and/or electronic) for SCM reporting requirements and auditing processes. • Safeguard SCM information, maintain protocol requirements and distinguish between sensitive/confidential information and public information. <p><u>SCM performance review and reporting</u></p> <ul style="list-style-type: none"> • Compile prescribed SCM Performance Reports and adhere to reporting requirements • Develop basic SCM performance indicators and compliance checklists to identify and analyse areas of SCM non-performance and institute appropriate controls <p>In order to ensure that recordkeeping and reporting procedures are complied with in accordance with quality control requirements.</p>
2.	<p>PERSONNEL AND PERFORMANCE MANAGEMENT</p>
2.1	<p>SUPERVISION AND CONTROL</p> <p>Co-ordinates and controls tasks/activities associated with controlling personnel performance, productivity and discipline, by</p> <ul style="list-style-type: none"> • Monitoring attendance/conduct and output and addressing deviations from agreed performance indicators through meetings/counseling and/or other approved methods designed to improve and motivate personnel. • Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources. • Participating in the induction program and providing on-the-job training for subordinates. • Addressing workplace conflict/conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures. • Defining skill gap and training needs and activates procedural sequences aimed at developing and capacitating individuals. <p>In order to ensure that human resources needs are identified and attended to, supporting the accomplishment of laid down objectives and compliance with specific standards in terms of productivity and performance.</p>
3.	<p>ADMINISTRATION</p>
3.1	<p>REGISTERS, RECORDS AND REPORTS</p> <p>Attends to specific administrative recording and reporting requirements, by</p> <ul style="list-style-type: none"> • Preparing reports related to specific analysis or investigations (serious and material problems in the implementation of the Supply Chain Management policy, reasons for deviating from requirements, etc.)

	<p>submitting to the immediate superior for approval and forwarding to the Council, relevant Committees, National/Provincial Treasury, etc.</p> <ul style="list-style-type: none"> • Preparing reports detailing the status of service providers engaged with the Municipality in respect of quality and service delivery standards and forwarding to the immediate superior for approval prior to forwarding to Council's Committee for discussion. • Attending to document control procedures and monitoring the status and accessibility of records and registers. <p>In order to ensure that laid down administrative procedures and reporting requirements are complied with.</p>
<p>3.2</p>	<p>COMMUNICATION AND OFFICE SUPPORT APPLICATIONS</p> <p>Attends to specific office support applications with respect to the communication of procedural information by :</p> <ul style="list-style-type: none"> • Corresponding through electronic mail/telephonically with prospective bidders/service providers and making available relevant information/documentation in accordance with procedural requirements. • Transmitting/receiving facsimile's and circulates acknowledgement of receipt/enquiries to the relevant personnel/service providers for attention. • Preparing information/document packs (SCM requirements, etc.) for prospective bidders, copying and binding documents in sequential order for ease of reference to ensure compliance with SCM regulations and policy. • Preparing and forwarding site meeting notifications to prospective bidders in accordance with the prescribed timeframe detailing date, time and venue and/or communicating the requirements. • Attending to payments due in terms of contracts and processing payment certificates. <p>In order to ensure that support is made available to enable adequate attention to specific communication and information requirements.</p>