

SWELLENDAM MUNICIPALITY

VACANCY: ADMINISTRATOR (STORES & DISPOSAL MANAGEMENT)

(Directorate: Financial Services-----Salary scale T9 > R200 556 – R260 364 per annum
plus normal fringe benefits)

Applications are hereby invited from competent persons for appointment in the above vacancy.

Requirements:

- Matric;
- Relevant certificate / post-school qualification (NQF 5) in Logistics management OR similar field;
- Computer proficiency (MS Office);
- Language proficiency in at least two of the 3 official languages of the Western Cape;
- At least 2 years proven relevant experience in a stores/logistics environment.

Special conditions:

- Must work overtime and do standby duties when required;
- Attend Bid Specification and Bid Evaluation Committee meetings when required.

Duties:

As per the attached job description

Enquiries can be directed to Mr Brandon Beyers (Manager: Supply Chain) at telephone (028) 514 8500.

Applications, on the **official application form** with a CV, certified copies of **all** qualifications stated on the CV, identity document and at least one reference, must be directed to the Human Resource Manager (Mr P. Le Roux) to reach him on or before **Friday, 11 September 2020 at 16:00**. It is **compulsory** to complete the official application form in own handwriting. Applications that do not have the supporting documentation will be disqualified automatically. Applications can be handed in at the respective administrative offices at Swellendam, Buffeljagriver, Suurbraak and Barrydale. **No** application per fax will be accepted. Applications via e-mail (with a **maximum** number of **20 pages**) 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 (P.O. Box 20)
SWELLENDAM, 6740
Tel: (028) 514 8500

A.M. GROENWALD
MUNICIPAL MANAGER

(Notice HR 13/2020)

NO.	DUTIES/TASKS (What, How and Why)
1.	SUPPLY CHAIN MANAGEMENT PROCEDURAL APPLICATION
1.1	<p data-bbox="363 286 1046 315">STORES CONTROL FUNCTION - PROCEDURAL APPLICATIONS</p> <p data-bbox="363 320 1513 383">Co-ordinates the implementation of functional procedures, systems and controls associated with the key performance areas and result indicators of the functionality, by</p> <ul data-bbox="363 421 1513 1525" style="list-style-type: none"> • Communicating with the immediate superior on specific aspects of Supply Chain Management policy and processes with regard to stores and disposal management, clarifying understanding and implementation approach, outcomes and performance measures. • Aligning information systems, applications, work processes and role boundaries to support functional outcomes related to stores and disposal management. • Providing guidance to personnel on the interpretation of procedures, application and communication sequences associated with the stores and disposal management. • Updating and processing system information, maintaining records and registers/database information with respect to stores and disposal management and/or extracting reports on the status of relevant activities. • Conducting quality checks of store items and administrative systems, recording and discussing observed deviations with the immediate superior to facilitate rectification. • Ensure that the delivery documentation is checked against physical items and quantities and specifications are verified prior to acknowledging receipt or recording short delivery/ damages on the documentation. • Ensuring stock received is correctly coded and stored in accordance with accepted control procedures and processes. • Supervising the rotation of stock based on 'first in –first out principles' and ensuring that items are positioned in accordance with stock "shelf life span". • Monitoring stock levels against established safety stock levels, identifying with slow moving/ aged items and seeking approval on changes to stock control guidelines. • Supervising 'stock counting sequences', applying control procedures and processes using specific coding/ labels to indicated counted stock and quantities. • Ensuring that approved transactional documentation accompanies stock requests and approved quantities are checked prior to issue. • Administer the disposal of obsolete items / goods and maintaining a database of redundant material / goods. • Administer and control specific administrative procedures associated with disposal management. • Monitors and coordinates key dimensions and requirements associated with Occupational Health and Safety ensuring that a safe working environment is promoted and maintained contributing to the reduction of risk on the Municipality with respect to accidents, legal claims, etc. <p data-bbox="363 1570 1513 1632">In order to ensure stock receipting and movement are controlled in accordance with laid down procedure to prevent unaccounted for losses and shrinkage.</p>
2.	PERSONNEL AND PERFORMANCE MANAGEMENT
2.1	<p data-bbox="363 1704 699 1733">SUPERVISION AND CONTROL</p> <p data-bbox="363 1738 1513 1800">Co-ordinates and controls tasks/activities associated with controlling personnel performance, productivity and discipline, by</p> <ul data-bbox="363 1839 1513 2036" 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.

NO.	DUTIES/TASKS (What, How and Why)
	<ul style="list-style-type: none"> • 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.	ADMINISTRATION
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 stores and disposal management analysis or investigations, submitting to the immediate superior for approval. • Preparing reports detailing the status of stores and disposal management in the Municipality. • Attending to document control procedures and monitoring the status and accessibility of records and registers. • Coordinating the collating and verifying of transactional documentation within the financial system (requisitions, delivery notes, etc.), resolving queries and referring and making available necessary supporting documentation. • Ensuring that the final stock/ inventory reports detailing, stock on hand, reason for specific variances and adjustments are compiled and forwarding for final approval and processing. • Ensuring that stock registers and control sheets (reflecting opening balances, movement and stock on hand) are updated using the financial system. <p>In order to ensure administrative recordkeeping and reporting requirements and deadlines are adhered to and information made available to support the resolution of queries prior to processing supplier invoices.</p>
3.2	<p>COMMUNICATION AND OFFICE SUPPORT APPLICATIONS</p> <p>Attends to specific applications with respect to the communication of procedural information by:</p> <ul style="list-style-type: none"> ▪ Corresponding through electronic mail/telephonically with personnel 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 for attention. ▪ Attending to and resolving enquiries from Directorates in respect of stores and disposal management applications and procedures. <p>In order to ensure that support is made available to enable adequate attention to specific communication and information requirements.</p>