

## SWELLENDAM MUNICIPALITY

### VACANCY : ADMINISTRATOR – ACQUISITION MANAGEMENT

(Directorate : Financial Services)

Salary scale-T 9 : R243 384 – R315 936 per annum (plus normal fringe benefits)

#### Requirements:

- A relevant 3-year tertiary qualification in the field of Supply Chain / Logistics Management / Procurement / Accounting / Finance / Public Finance Management and-or Administration;
- 2-5 years relevant experience;
- Computer literacy (MS Office);
- Valid Code B driver's license;
- Proficiency in at least 2 of the official languages of the Western Cape.

#### Other requirements:

- Understanding of the applicable legislation governing SCM;
- Knowledge of SCM policies and supporting guidelines.

#### Duties of the post:

- As per the attached document.

Enquiries relating to the content (duties) of the post can be directed to mr Brandon Beyers, Manager: Supply Chain Management, at telephone number (028) 514 8500 / 514 7423.

Applications are to be submitted on the **prescribed application** form [obtainable from the Swellendam Municipality webpage ([www.swellenmun.co.za](http://www.swellenmun.co.za)) or from all administrative offices] together with a CV, certified copies of **ALL** qualifications mentioned on the CV, a copy of your Identity Document, driver's license and at least two (2) contactable references. Applications must be submitted to the Human Resources Manager (Mr. P. Le Roux), to reach him on or before **Thursday, 20 March 2025 at 16:00**. Applications that does not include the requested supporting documentation will be automatically disqualified. Applications can be handed in at the various administrative offices in Swellendam, Buffeljagsrivier, Suurbraak and Barrydale. **NO** applications by fax will be accepted. **NO** late applications will be considered. Applications via e-mail (*max 20 pages*) can be sent to [careers@swellendam.gov.za](mailto:careers@swellendam.gov.za)

Swellendam Municipality is an equal opportunity employer. The employer reserves the right not to make an appointment. Canvassing with councillors is a violation and will lead to disqualification of an application. If you do not receive feedback within two months after the closing date, you can assume that your application was not successful.

Swellendam Municipality  
HR Office - 6 Rhenius Street/ (P.O. Box 20)  
SWELLENDAM, 6740  
Tel: (028) 514 8500

(Notice HR 08/2025)

A. VORSTER  
MUNICIPAL MANAGER

<b>B.2 DUTIES OF THE POST</b>		
<b>NO.</b>	<b>DUTIES/TASKS (What, How and Why)</b>	<b>FREQUENCY</b>
<b>1.</b>	<b>ACQUISITION MANAGEMENT</b>	
<b>1.1</b>	<u><b>ACQUISITION PROCESSES/METHODS</b></u> <ul style="list-style-type: none"> <li>• Advise clients on the requirements for other acquisition methods</li> <li>• Assist clients with the preparation of the required forms, templates and analyses required to motivate for other acquisition methods</li> <li>• Implement basic petty cash, quotes or competitive tendering acquisition methods and processes required to source suppliers</li> <li>• Process applications for other acquisitions methods, via the supervisor, to the relevant authority for approval</li> <li>• Provide more complex advice to clients on basic petty cash, quotes or competitive tendering acquisition methods</li> <li>• Verify accuracy and completeness of compliance checklists and registers, extract management reports and institute timely corrective actions</li> <li>• Extract basic management reports to allow management to monitor bids sourced and acquisition method applied</li> <li>• Maintain a register of acquisition methods requested and approved and extract management reports for analysis purposes</li> <li>• Facilitate the other acquisition method process as approved and maintain the portfolio of evidence</li> </ul>	Daily Daily Daily Daily Daily Daily Monthly Monthly Ad-hoc
<b>1.2</b>	<u><b>ADVERTISEMENTS AND BRIEFING SESSIONS</b></u> <ul style="list-style-type: none"> <li>• Administer &amp; advise on the bid advertisement processes to ensure compliance to prescripts and that adequate information to prospective bidders are provided</li> <li>• Affect amendments to tender documentation after briefing session, if required</li> <li>• Compile minutes of briefing sessions to attendees</li> <li>• Facilitate the briefing sessions</li> <li>• Verify accuracy and completeness of checklists and bid registers and institute timely corrective actions</li> </ul>	Weekly
<b>1.3</b>	<u><b>ANALYSIS OF PROCUREMENT REQUISITION</b></u> <ul style="list-style-type: none"> <li>• 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</li> <li>• Provide more complex advice to clients on the preparation of requisitions</li> <li>• Verify and approve requisitions and specifications from clients</li> <li>• Extract basic management reports in order to allow management to monitor requisitions received</li> </ul>	Daily Daily Daily Monthly
<b>1.4</b>	<u><b>COMPILATION OF BID DOCUMENTS</b></u> <ul style="list-style-type: none"> <li>• Facilitate the administrative function of the bid compilation process</li> <li>• Verify accuracy and completeness of checklists and bid registers, extract management reports and institute timely corrective actions</li> <li>• Facilitate the arrangements for the meeting of the Bid Committees</li> <li>• Maintain the minutes and other evidence of bid specification committee meetings</li> </ul>	Daily Daily Weekly Weekly

NO.	DUTIES/TASKS (What, How and Why)	FREQUENCY
1.5	<p><b><u>EVALUATION AND ADJUDICATION OF BIDS</u></b></p> <ul style="list-style-type: none"> <li>• Clarify inconsistencies or uncertainty with bidders, if so permitted</li> <li>• Implement the process to verify governance compliance documentations (including preference points, check lists)</li> <li>• Implement the arrangements for the meeting of the Bid Evaluation and Adjudication Committees</li> <li>• Prepare tender evaluation report to allow the bid committees to appropriate apply their minds</li> </ul>	<p>Daily Daily Weekly Weekly</p>
1.6	<p><b><u>NEGOTIATING WITH SUPPLIERS</u></b></p> <ul style="list-style-type: none"> <li>• Maintain minutes of negotiation meetings</li> <li>• Prepare negotiation documentation</li> <li>• Verify completeness of the negotiation process portfolio of evidence</li> </ul>	<p>Weekly</p>
1.7	<p><b><u>RECEIPT AND OPENING OF BIDS</u></b></p> <ul style="list-style-type: none"> <li>• Verify safeguarding as well as accuracy and completeness of checklists and bid registers and institute timely corrective actions</li> <li>• Administer the bids received, opened and recorded process</li> <li>• Advise on media to be used to advertise bids received</li> <li>• Communicate allowed information to public, if so required</li> </ul>	<p>Daily Weekly Weekly Weekly</p>
1.8	<p><b><u>SOURCING AND PRE-QUALIFYING SUPPLIERS</u></b></p> <ul style="list-style-type: none"> <li>• Monitor and verify accuracy and completeness of quotes invited and register, extract management reports and institute timely corrective actions</li> <li>• Oversee and also source quotes from suppliers, in order to promote due process</li> <li>• Pre-qualify responsive suppliers based on specification criteria in order to assist the relevant management structures for the selection of suppliers</li> <li>• Provide more complex advice to bidders in preparation for submission of quotes in order to promote due process and promote access to government procurement</li> <li>• Extract basic management reports to allow management to monitor quotes sourced and received</li> <li>• Maintain a register of quotes pre-qualified and recommended and extract management reports for analysis purposes</li> </ul>	<p>Daily Daily Daily Daily Monthly Monthly</p>