



# Bela-Bela Local Municipality

## BUDGET & TREASURY DEPARTMENT

**POSITION: ACCOUNTANT: SUPPLY CHAIN MANAGEMENT**

### REQUIREMENTS:

- Bachelor' Degree/Diploma in Logistics, Supply Chain Management or equivalent qualification.
- Minimum of two (2) years' experience in Supply Chain Management
- Valid Driver's License.
- Computer Literacy

### DUTIES

- Compile SCM related reports to council
- Administer implementation of council approved SCM policies and procedures to procurement and stock control as well as review of policies and procedures
- Administration of quotations, purchase orders and tender
- Maintain a proper database
- Ensure proper management of minimum and maximum stock levels
- Provide coordination between activities of the procurement of stock and control over existing stock
- Keep and maintain proper assets register and ensuring that it is in line with GAMAP/GRAP requirements

**SALARY POST LEVEL: 04**

**R 236 036.88 per annum**

**Closing Date: 30 July 2015.**

Bela-Bela Municipality has a firm commitment to the advancement of designated groups, including women and disabled. Applications letters, Comprehensive CV's and certified copies of qualification should be forwarded to the Municipal Manager, Private Bag x 1609, Bela-Bela, 0480. For further information please contact Divisional manager Human Resources at 014 736 8000. Should candidates not be notified of the outcome of their applications within six weeks of the closing date, please consider your application unsuccessful. E mailed and faxed applications will not be accepted. Further note that all shortlisted applicants will be subjected to security vetting and information verification.

**MALULEKA MM  
MUNICIPAL MANAGER**

**NOTICE NUMBER: 50/15**

