

PROVINSIALE TESOURIE • PROVINCIAL TREASURY • UNONDYEBO WEPHONDO

Verwysing
Reference
Isalathiso

PT/18/2/4

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Imibuzo

Ms Rosetta Mwanza



TREASURY CIRCULAR **MUN 28-2007**

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THE MAYOR, STELLENBOSCH MUNICIPALITY: MS EL MAREE
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THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR M RICHARDSON
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 THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MR D LOUW

THE HEAD OF SCM, CITY OF CAPE TOWN: MR L SHNAPS
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 THE HEAD OF SCM, MOSSEL BAY: MOSSEL BAY: MR HC HILL
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 THE HEAD OF SCM, OUDTSHOORN MUNICIPALITY: MR L SWANEPOEL
 THE HEAD OF SCM ,BITOU MUNICIPALITY: MR J COETZEE
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 THE HEAD OF SCM, BEAUFORTWEST MUNICIPALITY: MR P PETERS

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 THE HEAD: SUSTAINABLE RESOURCE MANAGEMENT (MS SMA ROBINSON)
 THE HEAD: ASSET MANAGEMENT (MR TD PILLAY)
 THE HEAD: FINANCIAL GOVERNANCE (MR TC ARENDSE)
 THE HEAD: PUBLIC FINANCE (MR H MALILA)
 THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
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 THE SENIOR MANAGER: ACCOUNTING (MR A REDDY)
 THE SENIOR MANAGER: NORMATIVE FINANCIAL MANAGEMENT (MR F JACOBS) (ACTING)
 THE SENIOR MANAGER: ENTERPRISE RISK MANAGEMENT AND GOVERNANCE SYSTEMS (MR T ARENDSE) (PRO TEM)
 THE CHIEF AUDIT EXECUTIVE (MS R JAFTHA)
 THE SENIOR MANAGER: ECONOMIC ANALYSIS (MS B BOQWANA)
 THE SENIOR MANAGER: FISCAL POLICY: PROVINCIAL GOVERNMENT (MR D BASSON) (PRO TEM)
 THE SENIOR MANAGER: FISCAL POLICY: LOCAL GOVERNMENT (MR G PAULSE) (PRO TEM)
 THE SENIOR MANAGER: BUDGET MANAGEMENT (MR A PHILLIPS)
 THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (MR DG BASSON)
 THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (MR G PAULSE)
 THE SENIOR MANAGER: IMMOVEABLE ASSET MANAGEMENT (MR NB LANGENHOVEN)
 THE SENIOR MANAGER: MOVEABLE ASSET MANAGEMENT (MS N EBRAHIM) (ACTING)
 THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)
 THE HEAD: OFFICE OF THE MINISTRY (MR G GESWINDT)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

THE HEAD OF DEPARTMENT: [LOCAL GOVERNMENT AND HOUSING](#)

RE: CONTRACT MANAGEMENT TRAINING ON 12-14 FEBRUARY 2008

1. Purpose

- 1.1 To inform municipalities of a scheduled Contract management course on 12-14 February 2008.
- 1.2 To request municipalities to submit one (1) nominee who is a SCM official to attend the course.

2. Background

- 2.1 A Contract Management course is scheduled to take place for a duration of **three days on 12, 13 & 14 February 2008**. This course will be presented by Samdi and is intended for **Supply Chain Officials only**. The course will take place at the **Cape Winelands District Municipality (Stellenbosch Offices) situated at no 29 Du Toit Street, Stellenbosch**.
- 2.2 The objective of this course is to equip the practitioners with the necessary practical skills to manage and administrate contracts. It will also assist practitioners to be able to :
 - (i) Interpret legal documents to ensure compliance with legal and governmental requirements;
 - (ii) Comply with legislation and rules which regulate and monitor the execution of contracts;
 - (iii) Use contract management terminology correctly;
 - (iv) Plan and organise contracts for goods and services;
 - (v) Direct and Control the contract management;
 - (vi) Negotiate contract terms;
 - (vii) Evaluate ,negotiate and enforce Service Level Agreements and;
 - (viii) Renegotiate and terminate contracts.
- 2.3 The municipalities must please note that this course will accommodate 20 officials only. Due to a limited space available, only the first 20 nominees received from the municipalities will be accommodated. **Officials who has been duly nominated and who afterwards fail to attend will be liable for all costs incurred**. The Municipalities are further requested to arrange their own transportation to the venue and accommodation where needed as Provincials Treasury will not bear those costs. On the other hand, the National Treasury will only bear tuition and catering costs.

3. Request

3.1 Kindly submit a nominee not later than **22 January 2008** to Ms Rosetta Mwanza by email: Rmwanza@pgwc.gov.za or fax: 021 483 5006 before due date. When submitting nominees kindly provide the following;

3.1.1 Name and surname of an official

3.1.2 Rank

3.1.3 Telephone number and email address

3.2 Please feel free to address any queries that you may have in this regard to the following contact persons:

Ms Rosetta Mwanza: Rmwanza@pgwc.gov.za **Tel:** 021 483 6627 or **fax:** to 021 483 5006. and;

Mr Craig Golding: Cgolding@pgwc.gov.za Tel 021 483 9940 or fax to 021 483 5006.

4. Your co-operation will be highly appreciated.

MRS NADIA EBRAHIM

DIRECTOR SUPPLY CHAIN MANAGEMENT

Date:19 DECEMBER 2007