



TSWELOPELE

LOCAL MUNICIPALITY

A MUNICIPALITY IN PROGRESS

Tswelopele Local Municipality is an equal opportunity and affirmative action employer and requires the services of a suitable qualified persons with relevant experience to fill the following vacancy. Persons designated in terms of applicable legislations as historically disadvantaged individual as well as people with disabilities are encouraged to apply.

INTERNAL AND EXTERNAL ADVERTISEMENT

MANAGER SUPPLY CHAIN MANAGEMENT [FINANCE SERVICES DEPARTMENT]

REQUIREMENTS ⇒ NQF level 7 qualification preferably in Accounting and SCM ♦ minimum 5-8 Years' relevant working experience covering all aspects of the relevant Supply Chain Management processes in local government; and Management of SCM information or having gained specialist experience in a SCM discipline ♦ Excellent written and oral communication and facilitation skills ♦ Computer literacy ♦ Municipal accounting experience and knowledge of existing municipal finance legislation will be an added advantage ♦ Candidates who completed Municipal Finance Management Programme will be given preference ♦ The ability to develop and work with other persons, ability to work well under pressure, good report writing skills. Valid Code EB Driver's Licence will be added advantage.

RESPONSIBILITY / DUTIES ⇒ Manage and handle administrative tasks pertaining to the bidding process for the correct warding of tenders processes ♦ Liaise with the Bid Specification Committee for the compilation of specifications and terms of reference ♦ Liaise with legal department for drafting of the performance contract for the awarded bids ♦ Facilitate the inviting of the potential suppliers to register in data base ♦ Oversee the compiling of bids documentation and adverts according to specifications received from the user departments ♦ Oversee the affordable utilization of vehicles, equipment and materials in consultation with the Budget Office ♦ Implement the Procurement Policy Framework for the preparation of orders ♦ Ensure compliance with the format of SCM ♦ Report to the CFO ♦ Deal with the day to day enquiries directed to the division ♦ Develop, co-ordinate & supervise employees in the division to ensure productivity, to archive goals and to prevent conflict ♦ Assist with compilation of budgets and annual financial statements to comply with the requirements of the MFMA ♦ Develops and monitors systems, policies, procedures and processes to ensure correct working operations and practices

SALARY ⇒ **R46 846.00 p/m [T16/1]**

BENEFITS ⇒ Normal fringe benefits applicable to a Grade 2 municipality.

CLOSING DATE ⇒ 07 February 2025 @ 12:00

Further information is available from the Manager: Legal Services & Human Resource – Mrs N Alexander telephone 051 853 1111

Applications on the prescribed official form, with a comprehensive CV, should be forwarded to: The Municipal Manager, PO Box 3, Bultfontein 9670.

PLEASE NOTE: Application forms are available from the official website [www.tswelopele.gov.za] and from the reception desks. No faxed or e-mailed applications will be accepted. Certified copies of academic qualifications and a copy of your curriculum vitae must accompany all application forms. **People who previously applied are welcomed to apply again.**

If not contacted within 30 days after the closing date, applicants should regard their applications as having been unsuccessful. The municipality reserves the right not to make any appointments.

Fraudulent qualifications / documentation / driver's licence, will immediately disqualify any applicant. A candidate who canvasses any councillor for preference will be disqualified from the selection process or from appointment.

MLE LESEANE
MUNICIPAL MANAGER
15 January 2025