

DANNHAUSER MUNICIPALITY (KZ 254)

INTERNAL ADVERTISEMENT

Dannhauser Local Municipality (KZ 254) is a Local Municipality incorporating Hattingspruit and Durnacol with its seat at Dannhauser invites suitably qualified candidates to apply for the following position:

DEPARTMENT : BUDGET AND TREASURY OFFICE

POSITION : MANAGER: SUPPLY CHAIN MANAGEMENT

POSITION TYPE : PERMANENT

SALARY : T16 OF A GRADE 2 MUNICIPALITY, PLUS NORMAL FRINGE BENEFITS

REF NO. : 14/09/23/1

ESSENTIAL REQUIREMENTS

- Grade 12,
- Bachelor's Degree/National Diploma in Business/Financial Management, Logistics, Supply Chain Management, Purchasing Management, or relevant qualification related to Supply Chain (NQF Level 6/7)
- Certificate in Municipal Financial Management Programme as prescribed by National Treasury, Government Gazette No29967 dated 15 June 2007 will be an added advantage.
- 5 years or more relevant experience of which three years must be in middle management as an accountant,
- Knowledge and understanding of administrative and procurement procedures.
- Knowledge of the MFMA, SCM Framework, SCM Guide for Accounting officers, PPPFA Regulations, National Treasury Regulations (NTR) and relevant Circulars.
- Minimum Competency Qualification for finance officials as per Government Notice 40593 National Treasury No. 91 dated 03 February 2017.

SKILLS:

- Computer literacy (MS Office Applications)
- Good management, human relations, interpersonal and communication skills
- Analytical skills
- High level of responsibility
- Ability to give attention to detail
- Good understanding of risk and financial management
- Excellent presentation and project management skills
- Work after normal working hours, during emergencies and planned overtime.
- Extensive knowledge of Procurement & Tenders;

- Knowledge of Preferential Procurement Act 2000 & BEEA
- Information Management; Task Management; Project Management; Financial Process Management;
- Knowledge of Contract Law
- Negotiating and Consulting skills;
- Knowledge of Procurement Policies and Procedures;
- Ethical Conduct; Use of Technology and Ability to maintain high level of confidentiality

FUNCTIONS & RESPONSIBILITIES:

- Implement the Procurement Policy and Procedure
- Ensure the adherence to the Procurement Policies and Procedures and legislation applicable.
- Writing reports in line with the Supply Chain Management Policy and Regulation.
- Negotiate preferential rates for the Municipality.
- Ensure that the items are procured at the best cost and quality measures.
- Manage the tender process and advise managers in their areas.
- Coordinate the tender process and the evaluation thereof.
- Liaise with Finance to resolve any issues with regards to payment for goods and services.
- Ensure effective, efficient and economical procurement, storage, risk control, distribution, maintenance and administration and control over the assets and services of the Municipality.
- Ensure the management information is produced and available on a monthly basis.
- Publish, review, arrange for printing, hold for issuing and distribute all procurement templates.
- Compile a list of preferred providers and distribute the list to all relevant personnel responsible for procurement.
- Administer the suspension of vendors, preferred providers and service providers.
- Monitor the Procurement/Tender Committee i.e. Agenda, preparation and submission of documents, minutes of meetings and proper record keeping of process and documentation.
- Compile a business plan and work plan.
- Facilitate and conduct information sharing with suppliers and internal departments in relation to Supply Chain Management requirements and relevant regulations.
- Attends to and controls activities associated with personnel performance, productivity, and administrative requirements of the function.
- Ensure effective logistics management including issuing of purchase orders,
- management of departmental commitments, payment of suppliers within 30 days and management of stores.
- Perform ad hoc duties as assigned by the Chief Financial Officer.

PLEASE NOTE THAT NO APPLICATION BY E-MAIL OR FAX WILL BE ACCEPTED.

Applications should note that if they are not notified of the outcome of their applications within 30 days of the closing date for submission of applications, they may conclude that their applications were not successful.

The municipality reserves the right not to make any appointment following the placement of this advertisement.

Application marked "**MANAGER: SUPPLY CHAIN MANAGEMENT**" shall be addressed to the Acting Municipal Manager, and handed in at the **Human Resource Office**.

Any enquiries relating to this advertisement may be directed to the Acting Director: Corporate Services, Mr SE Mkhize, who can be contacted on 034 621 2666 ext 703 during office hours commencing from 07H30 – 16H00, with a lunch interval between 13H00 – 13H30.

CLOSING DATE : **29 September 2023 at 12h00**


M.S. SITHOLE
ACTING MUNICIPAL MANAGER