



## MANDENI LOCAL MUNICIPALITY

### INTERNAL AND EXTERNAL CAREER OPPORTUNITY

The following vacancy exists for a suitably qualified and experienced person to join the staff of the Mandeni Municipality within the Budget and Treasury Department.

#### MANAGER: SUPPLY CHAIN MANAGEMENT (PERMANENT APPOINTMENT)

Basic Salary: Task Grade 17 (R516 950.28 – R 671 051. pa)

PN 52/2017

#### REQUIREMENTS:

- Three-year Degree in Accounting or Financial Management
- Computer Literacy
- Code B driving license.
- 3 years' experience in Procurement/ Supply Chain Management involving complex contract management and high value capital and general goods/ services.

#### DUTIES:

**Identifies with the statutory provisions and the broader strategy on Supply Chain Management and defines/ addresses critical functional requirements to support departmental objectives, by:**

- Communicating with the immediate superior on specific Key Performance Areas (communication, contract and risk management, relationship management) with a view to aligning functions and objectives.
- Keeping abreast with opportunities and requirements to enable and improve organizational compliance with supply chain rules and accountable and co-operative governance responsibility of the municipality.
- Evaluating the applicability of specific key performance indicators and measures for inclusion into the Departments Performance and Business Plans to support and achieve objectives and outcomes.
- Presenting a conceptual framework of current and future interventions necessary to achieve standards and maintain compliance with legislative requirements to the immediate superior for consideration and inclusion into the Unit's short/ long term

#### Executive Committee

objective setting and performance plans.

**Prepares capital and operating estimates for the Section and, approves and controls programme funding and expenditure against the budget allocations, by:**

- Analyzing trends, operating requirements and forward plans to establish/ determine funding/ expenditure for the period and/ or assessing the accuracy of project estimations/ costing referring to specifications and/ or specific requirements.
- Evaluating the sections performance against budget and addressing deviations/ variances with appropriate personnel.
- Monitoring and implementing corrective measures to rectify deviations/ acts contrary to financial regulations, audit requirements and departmental procedure in respect of transactional recording and processing of financial information.
- Communicating with the Council's Financial Section on audit findings and recommendations and institutes the necessary investigational or corrective measures.

**Manages applications associated with acquisitioning and appointment process, by:**

- Implementing appropriate process and bid systems to solicit responses in the form of quotations from suppliers/ vendors or service providers.
- Overseeing the financial and other resources of the municipality are utilized effectively, efficiently, economically and transparently; preventing any unauthorized, irregular, fruitless and wasteful expenditure resulting from criminal or negligent conduct
- Controlling/ approving outcomes arising out of the process associated with the verification and pre-qualification of persons/ companies participating in the bidding process.
- Overseeing administrative sequences and mechanisms related to bid documentation, opening, registering, recording and evaluation of bids.
- Attending specifications and site meetings in relation to complex tenders and contracts to communicate and/ or inform prospective bidders on requirements and specific terms and conditions.
- Managing and facilitating outcomes to Committees (Evaluation and Adjudication) for assessment, providing input into the purchasing of commodity or observing conformance with laid down procedures.

- Monitoring concluded contracts and overseeing the interactive process with Departments to establish conformance with specifications, terms and conditions and related legal aspects and informing the immediate superior of non – compliance or conflicting issues requiring remedial action.
- Applying administrative control procedures with respect to the identification, verification and referral of items for disposal to committees, seeking approval and arranging agreed to mechanisms (sale/ auction).

**BENEFITS:**

Pension fund, medical aid, attractive leave conditions, 13<sup>th</sup> cheque and subject to certain conditions a housing subsidy.

**Enquiries must be directed to:** Ms. ZP Mngadi (Director Corporate Services); tel: (032) 456 8200.

**Please forward your application form and full CV with certified copies of certificates, quoting the relevant reference number to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni.**


**NB: Faxed and e-mailed applications will not be considered.**

The closing date for applications will be **Friday 22 September 2017 at 12h00.**

If you do not hear from us within 30 days of the closing date consider your application as unsuccessful.

Application forms are available on the Mandeni Municipal Website [www.mandeni.gov.za](http://www.mandeni.gov.za) or at any Municipal building.

**NB: the municipality is an equal opportunity affirmative action employer. The Municipality reserves the right not to make appointment.**



**SG KHUZWAYO**  
**ACTING MUNICIPAL MANAGER**