



Office of the Municipal Manager

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www.mandeni.gov.za

MANDENI LOCAL MUNICIPALITY

INTERNAL AND EXTERNAL CAREER OPPORTUNITY

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

ORDER AND QUOTATIONS OFFICER (PERMANENT APPOINTMENT)

REF: PN 23/2018

Basic Salary: Task Grade 11 (R 220 125 – 285 732 PA)

REQUIREMENTS:

- B Comm- Accounting / Supply Chain Management / Procurement and Sourcing
- Computer Literacy, Sage Evolution system will be added advantage
- Valid Code 08 driver's license,
- 3 years' administrative experience in supply chain management environment, procurement and Sourcing

DUTIES:

- Preparing and, receiving and verify completed supplier/ service provider information and , inserting updating the vendor database with details of the agreed conditions of the quotation.
- Receiving and verifying information recorded on requisition forms (vote numbers, specifications, etc.) and confirming the processing of information onto the system and confirming the processing of information onto the system and allocating order numbers.
- Communicating with the immediate superior on the status of specific orders and/ or, possible steps necessary to avoid stock depletion based on supplier delivery lead times.
- Obtaining quotations in accordance with guidelines stipulated in the Procurement Policy
- Checking quoted prices and specifications against requisitions/ requirements of the Departments.

Executive Committee

Cllr. SB Zulu (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. MPP Zungu (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. NF Ntuli | Cllr. LR Mdletshe | Cllr. X Mdetshe | Cllr. MS Mdunge | Cllr. M Shelembe



- Preparing cost summaries taking into account the purchase value of inventory and depreciation on items.
- Handing the petty cash amount and seeking acknowledging from the recipient.
- Entering details referring to the approved requisition and forwarding for approval
- Overseeing and attending to the cycle counting of stock on hand and verifying stock balances.

BENEFITS:

Pension fund, medical aid, attractive leave conditions and 13th cheque, and subject to conditions, a housing subsidy

Enquiries must be directed to: Mr. NN Mhlungu (Manager 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, 16 March 2018 @ 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 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
MUNICIPAL MANAGER