



THABAZIMBI LOCAL MUNICIPALITY
PRIVATE BAG X530
THABAZIMBI
0380

014 777 1525
014 777 1531 (FAX)

Thabazimbi Local Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post.

**DIVISIONAL HEAD: SUPPLY CHAIN MANAGEMENT
(BUDGET AND TREASURY OFFICE)**

TOTAL PACKAGE: (R353 920.20) Per Annum

QUALIFICATIONS: Diploma in Municipal Finance or at least 4 courses of an applicable B-Degree

EXPERIENCE: At least 6 years within Municipal Finance
Minimum competency levels for financial officials at middle management level according to Government Gazette 29967 dated 15 June 2007

REQUIREMENTS:

- An appropriate Degree/diploma in Supply, Purchasing, Procurement Management and/or appropriate proven experience in the field of Local Government Administration, procurement and tender management. 2-3 years experience, computer literacy and Code C1 driving license.

KEY RESPONSIBILITIES:

- Manages and establishes an effective Demand Management System for the Municipality
- Develops drafts, formulates and reviews policies, procedures, manuals and produces management reports related to Supply Chain Management.
- Promotes, recommends and implements SMME and BEE and job creation strategies and programs and compiles reports.
- Manages and supervise staff in the Unit.
- Assist the CFO with budget compilation, control and monitoring.
- Responds and investigates tender and procurement complaints and legal challenges and obtains legal opinion and advice where necessary.

- Manages the compilation of Service Provider databases of Professional Service Providers, General Services Providers and Contractors for the entire Municipality.
- Management of the internal support to departments on SCM and bidding issues.
- Establishing an effective system of risk management for the identification, consideration and avoidance of potential risks in the SCM system.
- Manages the disposal of municipal goods no longer needed and/or are redundant
- Plans and monitors the municipality's bidding processes.
- Establishment through operational procedures, an effective system of acquisition management.
- Establish and manage an effective internal monitoring system in order to determine, on the basis of retrospective analysis, whether the authorized SCM process were followed.
- Management of the submission of statutory reports in terms of the MFMA and SCM regulations.

CLOSING DATE: 02 SEPTEMBER 2016

If you are interested and you are in possession of the necessary qualifications and experience, please address your CV and authenticated copies of your qualifications OR an application form duly completed together with authenticated copies of your qualifications to:

Application forms are available at the Personnel Office of Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelsler Centre, Rietbok Street, Thabazimbi or telephone number 014 777 1902 ext 105 or 106.

- **Applications by fax or e-mail will not be accepted.**
- **No applications will be accepted without certified copies of qualifications.**
- **Canvassing with Councilors is not permitted and proof thereof will result in disqualification**

If you are not invited for an interview within 30 (thirty) working days from the closing date, you must accept that your application was unsuccessful. No further correspondence will be entered into

Notice No: 21/2016

**The Administrator
THABAZAIMBI LOCAL MUNICIPALITY**

Enquiries may be directed to Ms D Mabitsela or I Harding at 014 777 1902 ext 106 and 107.