



THABAZIMBI LOCAL MUNICIPALITY

Private Bag X530

THABAZIMBI

0380

Tel.: 014 777 1525 / Fax: 014 777 1531

Website: www.thabazimbi.gov.za

Applications are invited from suitable qualified experienced persons for appointment in the under mentioned post. **No applications will be accepted without certified copies of qualifications as set out below.**

MANAGER: SUPPLY CHAIN MANAGEMENT **(BUDGET AND TREASURY DEPARTMENT)**

SALARY PACKAGE: Post Level 1 (460,055.40) per annum. Additional benefits attached to the position are as follows: (i) Travelling allowance of 850km, that is calculated according to the vehicle that you use for business purposes; (ii) R439.00 per month towards Cellphone use; (iii) Medical aid cover is subsidized by 60% of the total contribution for family members; (iv) Pension fund contribution by Municipality is 18% of basic salary; (v) Housing subsidy is available on repayment of a bond provided that the house is registered in the name of the employee.

MINIMUM REQUIREMENTS: An appropriate Degree/ National diploma in Supply Chain, Purchasing, Procurement Management. Certificate in Municipal Financial Management Programme. Five (5) years relevant experience of which Three (3) years is in a supervisory level. Computer literacy and Valid Driver's license.

KEY PERFORMANCE AREAS: 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. 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 an effective system of acquisition management and stores. 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.

SKILLS: Knowledge of the Local Government sector and applicable legislation; planning and organizing skills; good analytical, interpersonal relation and negotiation skills; people, leadership and management skills; good communication and report writing; willingness and readiness to work long hours and under pressure.

CLOSING DATE: 23 OCTOBER 2020

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:

**Acting Municipal Manager
Private Bag X530
THABAZIMBI
0380**

NOTICE NUMBER: 07/2020

Application forms are available on the municipal website and at the personnel office of the Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelsler Centre, Rietbok Street, Thabazimbi or telephone number **014 777 1902**.

APPLICATIONS BY FAX OR E-MAIL WILL NOT BE ACCEPTED.

Thabazimbi Local Municipality is an Equal Opportunity Employer and all appointments will be in accordance with the Employment Equity Act.

NB. Canvassing with councilors is not permitted and proof thereof will result in disqualification.

If you are not invited for an interview within 20 (twenty) working days after the closing date, consider your application as unsuccessful. No further correspondence will be entered into.



**JJ VAN DER MERWE
ACTING MUNICIPAL MANAGER
THABAZIMBI LOCAL MUNICIPALITY**