# MSUKALIGWA LOCAL MUNICIPALITY

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2350

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South Africa
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**IS AN AFFIRMATIVE ACTION EMPLOYER"**

***DEPARTMENT OF FINANCE***
**ASSISTANT DIRECTOR - SUPPLY CHAIN** **X1**

**Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned position. For enquiries contact: Ms. A.D. Maleka at 017 8013580**

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| POST LEVEL | : | 3 |
| SALARY SCALE | : | R315 338,16pa |
| QUALIFICATION | : | Grade 12 - National Diploma in Supply Chain Management or equivalent + Financial and supply chain management competency + Computer literacy |
| DRIVERS LICENCE | : | Code EB Drivers licence |
| EXPERIENCE | : | 3-4 years experience at a managerial level |
| DUTIES | : | 1. Communicating with the immediate superior on specific Key Performance Areas (Supply Chain Management, Asset Control). Inventory Management and Accounting Recording and Reporting) with a view to aligning functions and objectives.<br>2. Providing input into the alignment and integration of information Management systems to support activity and transactional updating, processing and reporting requirements.<br>3. Monitoring attendance/conduct and output and addressing deviations from agreed performance indicators through Meetings/counselling or other approved methods designed to improve and motivate personnel<br>4. Communicating with the immediate superior on specific aspects of Supply Chain Management Policy and processes, clarifying understanding and implementation approach, outcomes and performance measures<br>5. Administering concluded contracts, interacting with Departments to establish conformance with specifications, terms and conditions, related legal aspects and, informing the immediate superior of non – compliance or conflicting issues requiring remedial action<br>6 Comparing physical stock counting outcomes against consumable stock records, establishing reasons for deviations prior to approving the processing of stock adjustment journals |

**CV'S FOR THE ABOVEMENTIONED POSITION MUST BE SUBMITTED TO THE DEPARTMENT OF CORPORATE SERVICES, 4TH FLOOR, CIVIC CENTRE, ERMELO OR POSTED TO THE HR MANAGER, MSUKALIGWA MUNICIPALITY, P.O. BOX 48, ERMELO, 2350. PLEASE NOTE THAT NO APPLICATION FORMS ARE AVAILABLE AND ONLY CV'S WILL BE ACCEPTED IN A SEALED ENVELOPE. THE POSITION APPLIED FOR MUST BE INDICATED ON THE ENVELOPE. APPLICANTS MUST ATTACH COPIES OF ORIGINAL CERTIFICATES ON THEIR CV'S. CV'S WITHOUT CERTIFIED COPIES OF CERTIFICATES WILL NOT BE CONSIDERED. APPLICANTS WITH CRIMINAL RECORDS WILL NOT BE CONSIDERED FOR APPOINTMENT. THE SUCCESSFUL CANDIDATE WILL BE SUBJECTED TO A CLEARANCE CHECK "ALL POSITIONS ARE BEING CURRENTLY EVALUATED USING THE TASK JOB EVALUATION SYSTEM. THE FINAL GRADE AND REMUNERATION LEVEL FOR THIS POST WILL BE SUBJECT TO THE APPROVAL OF THE NATIONAL MODERATIONS COMMITTEE**

**CLOSING DATE IS 8 APRIL 2016 12 NOON**
**NOTICE NUMBER : 06/2016**

**""IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER A MONTH, CONSIDER YOUR APPLICATION UNSUCCESSFUL"**