

MSUKALIGWA LOCAL MUNICIPALITY



PO Box 48
Ermelo
Mpumalanga Province
South Africa
2350



Civic Centre Building
c/o Kerk & Taute Street
Ermelo
Mpumalanga Province
South Africa
2350

Customer Care Center: 08611 MSUKA [67852]
Main Fax: +27 17 801-3851

Internet: www.msukaliqwa.gov.za
E-Mail: msuka@msukaliqwa.gov.za

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

POST LEVEL	:	3
SALARY SCALE	:	R334 304.03pa
QUALIFICATION	:	Grade 12 - National Diploma in Supply Chain Management or accounting or Finance or economics or equivalent + Financial and supply chain management competency + Computer literacy
DRIVERS LICENCE	:	Code EB Drivers licence
EXPERIENCE	:	Four years work experience of which at least 1 year must be middle management Level and at least 3 years at any level in a role related to the position of the official. OR 6 years at any level in a role related to the position of the official
DUTIES	:	<ol style="list-style-type: none">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.2. Providing input into the alignment and integration of information Management systems to support activity and transactional updating, processing and reporting requirements.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 personnel4. Communicating with the immediate superior on specific aspects of Supply Chain Management Policy and processes, clarifying understanding and implementation approach, outcomes and performance measures5. 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 action6. 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 SURFECTED 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 2 DECEMBER 2016

12 NOON

NOTICE NUMBER : 16/2016

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

.....
Mr. Z.T. SHONGWE
MUNICIPAL MANAGER

.....
DATE