



WATERBERG DISTRICT MUNICIPALITY

Waterberg District 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 posts: Women and disabled persons are encouraged to apply.

BUDGET AND TREASURY OFFICE

DIVISION: SUPPLY CHAIN MANAGEMENT

DIVISIONAL MANAGER SUPPLY CHAIN MANAGEMENT POST LEVEL 03

Salary: 314 616 fixed, per annum

Benefits: Normal municipal benefits plus travelling allowance.

REQUIREMENTS:

- A recognized Degree/diploma in Supply, Purchasing, Procurement Management, appropriate proven experience in the field of Local Government Administration, procurement and tender management. 3-5 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.
- Manages, monitors, recommends and keep record of procurement of goods and services between R30 000 and R150 000 delegated to the CFO by the Municipal Manager.
- 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.
- Provides support in terms of SCM to local municipalities.
- 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.

Applications, accompanied by a comprehensive CV, originally certified copies of qualifications, ID, drivers license (not more than three months old) and covering letter that indicate the position you are applying for, must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality cnr Harry Gwala and Church Streets, Room 27. Faxed or e-mailed applications and those without the relevant accompanying documents will be automatically disqualified.

All qualifications and references will be verified.

Further enquiries maybe directed to Ms Portia Makibelo at tel. no. (014) 718 3367 during office hours.

Closing date: 16 September 2011

Should you not be contacted within 60 days of the closing date please accept that your application had been unsuccessful.

The Waterberg District Municipality reserves the right not to fill the advertised post.

**M V LETSOALO
MUNICIPAL MANAGER**