



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 post: Women and disabled persons are encouraged to apply.

BUDGET AND TREASURY OFFICE

MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME

FINANCIAL INTERN

(Two-year employment contract)

SALARY: R 100 000.00 (per annum) an all inclusive package

REQUIREMENTS:

Applicants must possess a three- year B. com. Degree / Diploma in Financial Management (Economics, Accounting or Finance) including either Risk Management and/or Auditing, among others. No experience required. The intern will work closely with the Chief Financial Officer.

The intern will sign an internship agreement which is in addition to the employment contract. The effect of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures. The candidate must be between the ages of 21 and 35.

Internship overview: The MFMIP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during University and Technikon training. It ends where appropriate, with the credits or a qualification in Municipal Finance Management in line with the Municipal Minimum Competency Regulations, Gazette 29967 of June 2007.

KEY PERFORMANCE AREAS INCLUDE:

- Implementation of GRAP and Budget Reforms
- Financial and Performance reporting
- Change, Risk and Project Management
- Expenditure and revenue management
- Supply chain/ procurement management
- Implementation of the Municipal Finance Management Act
- Asset Management,

Applications, accompanied by a comprehensive CV, originally certified copies of qualifications, ID, driver's license, ACADEMIC RECORD 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, Harry Gwala Street, Registry Section, Room 27. Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.

All qualifications and references will be verified.

Further enquiries may be directed to Ms. P Makibelo at tel. no. 014 718 3367 during office hours.

Closing Date: 30 November 2012 @ 14h00

The Waterberg District Municipality reserves the right **NOT** to fill the advertised posts.

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

M.V LETSOALO
MUNICIPAL MANAGER



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BUDGET AND TREASURY OFFICE

SECTION: SUPPLY CHAIN MANAGEMENT

SENIOR SUPPLY CHAIN ADMINISTRATOR POST LEVEL 08

SALARY: R 182 160 per annum

BENEFITS: NORMAL MUNICIPAL BENEFITS

REQUIREMENTS

- A three-year Diploma in Supply Chain/Purchasing/Finance/Procurement Management, 2 years proven experience in the field of Supply Chain Management, high level of communicative and interpersonal skills, analytical, innovative problem-solving skills and time-managing skills. Computer Literacy

KEY RESPONSIBILITIES

- Co-ordinates specific logistical and procedural requirements associated with the Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee meetings
- Provides secretarial support to Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee
- Assist with the compilation of Statutory reports in terms of the MFMA and the Supply Chain Management Regulations
- Providing all departments with information regarding the Supplier Database.
- Issuing orders for all departments within 3 days after checking requisition and budget
- Issuing and ordering stationery for finance department.
- Maintain and update the fixed asset register, barcode assets and prepare the

relevant journals relating to the fixed assets register

- Maintains relationships with service providers/ vendors and contractors
- Compiles a register of all officials who have been delegated authority to approve the procurement of goods and services.
- Manages the disposal of municipal goods no longer needed and/or are redundant.
- Provides internal support to Departments on SCM, Contract and Tendering issues.
- Manages the initiation, preparation of tender documentation, receives and prepares tender documentation and co-ordinates the compilation of the Specifications Committee Agenda for consideration by the Specifications Committee
- Compiles a register of officials owning companies approved by Council
- Promotes and implements Black Economic Empowerment Programmes and provides advice to suppliers/service providers and tenderers on the procurement and tendering process

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