

NOTICE NO. HRM 02/2/2018

STAFF VACANCY

OFFICE OF THE MUNICIPAL MANAGER

1. MPAC MANAGER

SALARY SCALE: - **R470176.68 – R610307.88)**

(Task Grade 16)

KEY PERFORMANCE AREAS (KPA'S)	REQUIREMENTS	EXPERIENCE
<ul style="list-style-type: none">- The incumbent will be required for the management of the MPAC Office;- Management of budget, assets and staff;- Research and have innovation towards ensuring efficiency and effectiveness of the office;- Conduct MPAC projects as directed by the Council through the Municipal Manager and generates reports;- Provide adequate advices to the office of the MPAC and the Municipal Manager on strategies to ensure good governance;- Compile the MPAC program and integrate into the institutional calendar;- Responsible for the diary management of MPAC activities and ensure logistical arrangements are made;- Responsible for archiving and all documentation of MPAC activities;- Responsible for adhoc	<ul style="list-style-type: none">- Degree Law / Public Administration / Developmental Studies/ Accounting;- Analytical;- Problem solving;- Communication and presentation skills.	<ul style="list-style-type: none">- 5 years' experience in a supervisory level in related field in Local Government/Government experience

<p>projects that may arise working with Risk Management and Internal Audit;</p> <ul style="list-style-type: none"> - Provide management support to the secretariat work of the MPAC programs and projects. 		
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BUDGET AND TREASURY

2. SUPPLY CHAIN MANAGER

SALARY SCALE: - (TASK GRADE 16) R470176.68 – R610370.88

KEY PERFORMANCE AREAS	REQUIREMENTS	EXPERIENCE
<ul style="list-style-type: none"> • Manage demand and acquisition management activities/services; • Conduct market research and analysis; • Advice Bid Specification Committee on sources strategy; • Maintain and manage the database of suppliers; • Ensure proper implementation and management of SCM policies and delegations; • Formulate bidding procedures and processes to ensure effective procurement administration; • Attend relevant Bid 	<ul style="list-style-type: none"> • Matric plus Degree or National Diploma in Commerce, Economics, Financial or Purchasing Management; • Minimum of 5 years in a middle Management position in procurement or Supply Chain Management experience; • Valid code 8(EB) Drivers license; • Willingness to work long hours; • Good communication and interpersonal skills; • CPMD will be an added advantage; • Membership of a professional body in the SCM field will 	<ul style="list-style-type: none"> • Strategic decision making skills; • Service delivery innovation (client orientation and customer focus); • Contact management; • Negotiation skills; • Attention to detail; • People management and empowerment; • Change management; • Service excellence; • Problem-solving analysis; • Conflict management skills; • High-level communication (written and oral) and interpersonal skills; • Respect; • Emotional

<p>Committee meetings;</p> <ul style="list-style-type: none"> • Perform contract and Risk management; • Compile monthly reports on SCM information to Council, National and Provincial Treasury and the CFO; • Manage Fleet management policy; • Ensuring that the Section implements the service delivery and budget implementation plans(SDBIP) directly relating to the section; • Perform any other duty as may be assigned by competent authority, monitor contracts and report on supplier's performance. 	<p>be an added advantage.</p>	<p>intelligence;</p> <ul style="list-style-type: none"> • Integrity; • Excellent leadership and management skills; • Demonstrable commitment; • Effective computer literacy that includes a good working knowledge of Microsoft Office products.
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CLOSING DATE : 16 MARCH 2018

FRINGE BENEFITS

1. Membership of the Council's Pension Fund Scheme, Medical Aid Fund and Group Life Assurance is compulsory of which contributions are subsidised by 66 %, 60% and 50 % respectively.
2. Annual service bonus equal to one month's basic salary.
3. Housing subsidy subject to certain conditions.
4. Household removal cost to Queenstown will be paid in full by Council subject to certain conditions.

The Enoch Mgijima Municipality is an equal opportunity employer.

Any person who endeavours to canvass either a Councillor or an Official for this position will immediately be disqualified.

A comprehensive Curriculum Vitae with a covering letter and certified copies of qualifications, ID & Driver's License. Your covering letter should indicate the post applied for must be submitted to the **Human Resources Department, Private Bag X7111, Queenstown, 5320 or 70 Cathcart Road, Town Hall Building, Queenstown.**

OR

Human Resource Department at NO 12A Murray Street, Tarkastad, 5370.

OR

Human Resource Department at 39 Smith Street, Molteno, 5500.

Further information may be obtained from **telephone number 045 807 2608** during office hours. Faxed and e-mailed copies will not be considered.

People with disabilities are encouraged to apply.

Please note: If no response is received within a month after the closing date of this advert, your application must be regarded as unsuccessful.

Any persons who do not understand the content of this advert are invited to contact Mr M. Ngxobongwana at the Administration and Human Resources office at 045 - 8072608 or 70 Cathcart Road, Queenstown during office hours.

Umntu ongayi qondiyo lengxelo uyacelwa aqhakamshela no Mnu Mr M. Ngxobongwana kwi-ofisi ye-Administration ne Human Resources kule nombolo 045 - 8072608 kwanombolo 70 Cathcart Road, Queenstown ngamaxesha omsebenzi 08:00 ukuya kwicala lentsimbi yesine.

Esi saziso singafumaneka ngolwimi lwesiXhosa kwi-ofisi ka Sosiba we-Dolophu;

kwisakhiwo seHolo yeDolophu, kwi- Cathcart Road kuKomani.

C. MAGWANGQANA
MUNICIPAL MANAGER

TOWN HALL
CATHCART ROAD
KOMANI