

**EMAKHAZENI LOCAL MUNICIPALITY
VACANCY**

Emakhazeni Local Municipality consists of four units of service namely, Emakhazeni, Dullstroom, Emgwenya and Entokozweni. The municipality is responsible for providing basic services to eight (8) wards, many of which are rural in character. Emakhazeni Local Municipality needs the services of a competent, motivated person with the necessary qualifications and experience for the following vacancies, to assume duties as soon as possible.

DEPARTMENT	:	FINANCIAL SERVICES DEPARTMENT
POSITION	:	SUPPLY CHAIN MANAGEMENT PRACTITIONER
SALARY	:	TASK GRADE 13
QUALIFICATIONS	:	Grade 12, a National Diploma Financial Management or Accounting, 2-3 years experience in Supply Chain Management, Computer Literacy office applications.
DUTIES	:	Applying appropriate process and bid systems to solicit responses in the form of quotations from suppliers/ vendors or service providers, attending to the verification and pre-qualification of persons/ companies participating in the bidding process. Controlling administrative sequences and mechanisms related to bid documentation, opening, registering, recording and evaluation of bids, arranging and attending specifications and site meetings to communicate and/ or inform prospective bidders on requirements and specific terms and conditions, forwarding outcomes to Committees (Evaluation or Adjudication) for assessment, providing input into the purchasing of commodity or observing conformance with laid down procedures, administering concluded contracts, interacting with Departments to establish conformance with specifications, terms and conditions and related legal aspects and informing the immediate superior of non – compliance or conflicting issues requiring remedial action, applying administrative control procedures with respect to the identification, verification and referral of items for disposal to committees, seeking approval and arranging agreed to mechanisms (sale/ auction). Interacting to clarify needs analysis with internal departments and investigating/ assessing impacting variables (expenditure, commodity, market/ industry), aligning need analysis outcomes to budgetary provisions to establish and comment on costs versus allocations, categorizing applications received from Service Providers/ Vendors, referring to regulatory mechanisms and procedural guidelines to differentiate and/ or allocate applications. Preparing reports related to specific analysis or investigations, submitting to the immediate superior for approval and forwarding to the respective committees, attending to document control procedures and, monitoring the status and accessibility of records and registers, perform any other duties that may be by the Accounting Officer or his/ her designate.
BENEFITS	:	All usual fringe benefits applicable to Municipality Grade

Note: Emakhazeni Local Municipality is an equal opportunity employer and considering Employment Equity, women candidates and people living with disabilities are encouraged to apply.

Applications forms are available at the Municipal Offices in Emakhazeni, Dullstroom, Emgwenya and Entokozweni, and can also be downloaded on our website www.emakhazeni.gov.za and should be addressed to:

The Municipal Manager
P.O. Box 17
BELFAST
1100

Enquiries: Mr. Hlengiwe Nkosi/ Mrs. A.J. Skosana/Mr. M. Kutumela@ (013) 253 7600

CLOSING DATE: 12 January 2018 @ 12:00.

If you do not hear from us by 31 January 2018 consider your application not successful.

The Municipality reserves the right to appoint or not appoint any person


MRS E.K TSHABALALA
MUNICIPAL MANAGER