

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 competent, motivated persons with the necessary qualifications and experience for the following vacancy, to assume duties as soon as possible.

- DEPARTMENT** : FINANCIAL SERVICES DEPARTMENT
- POSITION** : Senior Accountant Specifications & Demand
- SALARY** : R 314 554.80 per annum (Task Grade 12)
- REQUIREMENTS** : Recognized National Diploma in Supply Chain Management or equivalent. With at least 2-3 years' experience in supply chain management. Knowledge and application of various legislation, namely, MFMA, Treasury Regulations, PPPFA, CIDB Act and any other related prescripts;
- DUTIES** : Facilitate the compilation of the procurement plan. Facilitate the prescribed bidding process. Facilitate the drafting and finalizing of terms of reference/specification. Compile bid documents. Publish tender invitation. Receive and open of bid documents. Compile term of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate the expressions of interest. Draft and type standard correspondence and documents. Coordinates activities and procedures associated with monitoring personnel, perform activities regarding tenders, receive Collaborator requests for new tender from different departments and allocate tender number and capture detail in the tender register, register requisition on Collaborator for the placement of the advertisement, open tender box and bids; upload tender results on the municipality's website after closure of tender, administer bid evaluation committee report for the Bid Adjudication Committee, link requirements with available budgets, facilitate all bidding processes and apply, demand management system and procedures, ensure that the process complies with the Supply Chain Management Policy and relevant legislation and report irregularities, update tender register, handle enquiries and all price increases on tenders, compile yearly procurement plans of the different departments, arrange and attend bid evaluation committee meeting with the relevant role-players, Check bid evaluation committee report of the Bid Adjudication Committee, handle queries and objections, ensure all information are recorded and kept properly for auditing purposes, update tender register as well as price increases on tenders, handle queries from Departments, bidders and Consultants, on a daily basis, interact and communicate with service providers and internal departments
- BENEFITS** : All usual fringe benefits applicable to a category 2 Municipality

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

Application forms are available at all Municipal Offices in Emakhazeni, Entokozweni, Dullstroom and Emgwenya, and should be addressed to:

The Acting Municipal Manager
P.O. Box 17
BELFAST
1100

Enquiries: Ms. HL Nkosi/Mrs S Matsane @ (013) 253 7600

CLOSING DATE: 10th July 2020

If you do not hear from us by 31st July 2020 consider your application not successful.
The Municipality reserves the right to appoint or not to appoint any person.



ML MAMALEKA
ACTING MUNICIPAL MANAGER