



Tokologo Local Municipality subscribes to the principles of employment equity. Applications are hereby invited from suitably qualified and competent applicants for appointment to the following vacant positions:

INTERNAL/EXTERNAL ADVERTISEMENT:

MANAGER SUPPLY CHAIN & EXPENDITURE MANAGER

Salary: R561 134.24 - R729 670.08 (Task grade 16) - Notch 01

MINIMUM REQUIREMENTS: An appropriate B.Degree in Finance and/or Supply Chain, Purchasing, Procurement Management or equivalent qualification. Certificate in Municipal Financial Management Programme. 3 to 5 years relevant experience of which Three (3) years is in a supervisory level. Computer literacy and Valid Drivers license.

KEY PERFORMANCE AREAS: 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. Promotes, recommends and implement SMME and BEE and job creation strategies and programs and compiles reports. Manages and supervise staff in the Unit. Ensure execution of all procurement policies and procedures in respect of supply chain management policy, MFMA and all other relevant legislation. Conduct values analysis studies by reporting on market trends and industry standards in order to recommend specifications. Coordinate and submit comprehensive SCM monthly reports to the CFO. Assist the CFO with budget compilation, control and monitoring. Plans and monitors the municipality bidding processes. Establishment an effective system of acquisition management and stores. 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. Three years experience in asset management field. Meeting minimum competency level in terms of Gazette 29967 will an added advantage. Through understanding of GRAP standards and legislation applicable to local government.

SKILLS: Knowledge of the Local Government sector and applicable legislation; planning and organizing skills; good analytical, interpersonal relation and negotiation skills, people, leadership and management skills, good communication and report writing, willingness and readiness to work long hours and under pressure.

PLEASE NOTE: Application forms are available at all Tokologo Local Municipality Offices. No faxed or emailed applications will be accepted. Certified copies of academic qualifications and a copy of your curriculum vitae (CV) must accompany all application forms. Short listed candidates will be required to produce original copies of academic qualifications on the day of the interview.

Correspondence will only be entered into with short listed candidates. If you do not receive notification regarding your application within one month of the closing date. Kindly assume that your application was not successful.

Please forward all applications to: Acting Municipal Manager - Mr LC Tlhokwe, Tokologo Local Municipality. Private Bag x 46, Boshof, 8340.

Closing date: 11 April 2023 at 16:00.

A handwritten signature in black ink, appearing to be 'Tlhokwe', written over a horizontal line.

**MR LC TLHOKWE
ACTING MUNICIPAL MANAGER**