

uMzinyathi District Municipality an equal opportunity employer, with its head office based in Dundee, hereby invites suitably qualified persons to apply for the following position:

SUPPLY CHAIN MANAGEMENT MANAGER

(X1 POST)

EXTERNAL POST

REFERENCE : **FD 030**
DEPARTMENT : BUDGET AND TREASURY OFFICE
SALARY : **Post Level E1 (R785 176.83)**
FRINGE BENEFITS : Include inter alia, 13th Cheque, pension fund, medical aid scheme, housing allowances.

REQUIREMENTS: The successful candidate must have an appropriate recognised Bachelor Degree in Accounting or equivalent qualification in Financial Management. Extensive experience in the Managerial level as well as the field of Municipal Finance Management/Supply Chain Management, meet Minimum Competency Levels as prescribed by Municipal Minimum Competency Regulations, 2007.3-5 years' experience working in supply chain management/ procurement and at least 2 years in local government. In-depth knowledge and understanding of Local Government Supply Chain Management Systems, SCM Regulations, BBBEE, Contract Management Framework, and National Treasury Regulations. Broad understanding and knowledge of Local Government Policies, Good leadership with strategic capabilities and excellent analytical and presentation skills. Excellent writing and verbal skills. Above average decision making, public relations coupled with human relations or Interpersonal skills: Computer literacy. Fluency in IsiZulu and English. Valid driver's license.

KEY RESPONSIBILITIES/DUTIES

- Co-ordinating the implementation-of functional procedures, systems and control associated with Supply Chain Management.
- The supervision and control of tasks and activities associated with controlling personnel performance, productivity, and discipline.
- The demand analysis and management.
- The execution of workflows, controls, and procedures associated with acquisition, appointment, contractual agreements, and disposal processes.
- Relationship management with service providers or vendors and contractors.
- The administration of registers records and reports.
- The overseeing of procurement of goods and services process.

KEY PERFORMANCE AREAS

- Management and control of Supply Chain Management unit
- Serve and advise to bid adjudication committee
- Preparation and submission of reports relating to Supply Chain Management to the Chief Financial Officer
- Supervision and control of the activities of subordinates

Municipal application form together with a comprehensive Curriculum Vitae and certified copies of qualifications, driving license, and identity documents must be forwarded to:

**THE MUNICIPAL MANAGER
MRS NT MKHWANAZI
UMZINYATHI DISTRICT MUNICIPALITY
P O BOX 1965
DUNDEE
3000**

The Closing date for applications will be on **21 February 2025**

If not contacted within 30 days from the closing date, kindly regard your application as being unsuccessful.

Enquiries: Mr. MV Ntanzu Director Corporate Services ntanzim@umzinyathi.gov.za or Mrs. ME Mbuyisa Human Resources Manager ndlovum@umzinyathi.gov.za.

NB:

- Candidates are required to download and complete the uMzinyathi application form as per Government Gazette No. 37245 of 17 January 2014, which is obtainable from uMzinyathi Municipality website at www.umzinyathi.gov.za (failure to do so will result in the candidate being disqualified).
- The candidate must sign an employment and performance contract before assumption of duty; candidate will be required to disclose all financial interest.
- Appointments will be made according to the Municipality's employment equity policy and affirmative action practices.
- Designated groups, including people with disabilities are particularly encouraged to apply.
- No faxed or emailed applications will be accepted.
- Canvassing for placements by prospective candidates will result in disqualifications.



**MRS NT MKHWANAZI
MUNICIPAL MANAGER**

**15/01/2025
DATE**