



# **MASILONYANA LOCAL MUNICIPALITY**

Masilonyana Local Municipality with its Head Office in Theunissen is an equal opportunity employer committed to the promotion of equity and equality. The municipality hereby invites applications from suitably qualified candidates for the following positions:

## **DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING**

The incumbent will be based in Theunissen and will be responsible for town planning services of the entire municipality. The incumbent will report directly to the Manager of Economic Development and Planning.

### **1. TOWN PLANNER**

#### **Requirements:**

- Grade 12 plus;
- Degree or National Diploma in Town & Regional Planning;
- Registered as a Professional Planner with the South African Council for Town and Regional Planners will be an added advantage;
- Knowledge and insight of PDA;
- Computer literate;
- Valid driver's license is a pre-requisite;
- 3-4 relevant experience preferable in Local Government.
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#### **Key Responsibilities:**

- Assist in compiling spatial planning strategies or ensuring development strategies;
- Assist in identifying the need for land and township establishment in line with Spatial Development Framework;
- Preparing reports for Council consideration and approval;
- Develop, review and implement Spatial Development Frameworks (SDF's) and Land Use Management Schemes (LUM's);
- Prepare land use and spatial planning reports for municipal tribunal;
- Assist in the implementation of Spatial Planning and Land Use Management Act (SPLUMA).

**Salary: R317 336,24 p.a**

## **DEPARTMENT OF FINANCE: SUPPLY CHAIN MANAGEMENT**

The incumbent will be based in Theunissen and will be responsible for the management and rendering of supply chain processes and reporting in the municipality. The incumbent will report directly to the Chief Financial Officer.

### **2. SUPPLY CHAIN PRACTITIONER:**

#### **Requirements:**

- A recognized National Diploma or Degree in Purchasing and Supply Chain, or Logistics Management;
- Must have a CPMD/MFMP competency certificate;
- Proven working experience of 2-3 years in Supply Chain management Unit;
- Demonstrable ability to lead and manage staff;
- Proficient in CSD and CIDB software;
- Excellent analytical, problem solving and organisational skills;
- A valid driver's licence is a pre-requisite;
- Ability to work independently and handle multiple projects.

**Key responsibilities:**

- Develop, draft, formulate and review policies and procedure manuals and prepare management reports related to SCM regulations;
- Manage and establish effective and efficient demand, acquisition, logistics, and disposal management system;
- Instil principles of SCM Internal Control;
- Compilation of bid documentation, specification and/or terms of reference;
- Evaluation and adjudication of prospective service providers for quotations;
- Handling and address urgent and emergency cases and supplier queries;
- Maintain and update Contract Management Register;
- Manage and prepare statutory reports in terms of MFMA and SCM Regulations;
- Address and resolve audit finding;
- Develop the municipality's Procurement Plan aligned to the SDBIP;
- Instil principles of SCM Internal Control;
- Address and attend to internal audit and Risk Management issues relating to SCM.

**Salary: R286 861,31 pa.**

**Enquiries can be directed to the Manager HR, Mr G.M Tjolo at 057-7330106/7 during office hours.**

Besides the salary that is offered, the municipality will also contribute towards pension fund and medical aid contributions under certain conditions. The municipality further also give housing subsidy under certain condition and in line with the Collective Agreement as may be amended from time to time.

Interested suitable qualified and experienced persons can submit their applications and detailed CV's with certified copies of their qualifications to the following address:

Municipal Manager PO Box 8, Theunissen, 9410, or applications can be hand delivered at HR offices in Theunissen.

Applications must be submitted in sealed envelopes clearly marked "Job application"

No e-mails, faxes or late submissions will be accepted.

**Closing date: 06 January 2017**

Applicants must note that should they not receive feedback after 3 months from the closing date that their applications were not successful. The municipality reserves the right not to appoint.

**M.D NTHAU  
MUNICIPAL MANAGER  
15/12/2016**