



MASILONYANA

MUNICIPALITY

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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 FINANCE: SUPPLY CHAIN MANAGEMENT
POSITION: SUPPLY CHAIN PRACTITIONER**

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.

Requirements:

- Grade 12 plus;
- 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 license 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;
- Instill 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;
- Address and attend to internal audit and Risk Management issues relating to SCM.

Salary: R286 861,31 pa.

**DEPARTMENT OF FINANCE: SUPPLY CHAIN MANAGEMENT
POSITION: DISPOSAL OFFICER**

Requirements:

- Grade 12 plus national diploma in logistics/purchasing;
- 1 – 2 year related experience;
- Must be able to deal with extreme pressure and stressful situations;
- Must be able to manage crisis situations successfully.

Key Responsibility:

- Ensure that the inventory of the municipality is ordered on time;
- Adhered to the municipality's SCM policy as well as SCM regulations;
- Monitor the procurement plan of each department monthly;
- Ensure that the RFQ's and requisitions are properly signed and completed in line with the policy;
- Ensure that the checklist for compliance on tenders is done

- Responsible for preparation and issuing of purchase orders;
- Liaise with assets management section for the purpose of disposing of assets/consumables that are not in good condition;
- Provide administrative support to the disposal and evaluation Committees;
- Coordinate meetings of the disposal committee;
- Ensure that all files are kept safe and are safeguarded;
- Ensure timeous and accurate reporting regarding disposal activities;
- Report to Supply Chain Practitioner in writing all activities performed by incumbent;
- Ensure proper record keeping and filing;
- Ensure that all files are kept safe and are safeguarded.

Salary: R198 539.68

**DEPARTMENT OF FINANCE: SUPPLY CHAIN MANAGEMENT
POSITION: ACQUISITION OFFICER**

Requirements:

- Grade 12 plus
- National Diploma in Logistics/Purchasing or equivalent (NQF level 6)
- Relevant experience (1- 2 years)

Responsibilities:

- Ensure that the methods and process of procurement are adhere to.
- Manage any deviations from the procurement process in accordance with approved principles.
- Assist and adhere to BSC committees decisions as tabled and approved by council.
- Provide administrative support to this committee.
- Responsible for registration of suppliers on the municipality's database
- Assist with the acquisition management of the municipality
- Assist in sourcing quotations as required
- Ensure that all quotations sourced are valid in terms of the SCM regulations
- Ensure that all transaction above 30 000 thousand rand are advertised on the municipal notice boards, website and local and national newspapers
- Ensure timeous and accurate reporting regarding the supply chain management.
- Ensure proper records keeping and those files are safeguarded
- Report to your supervisor in writing all the activities performed by yourself in your section
- Perform any other duties delegated by immediate superior and the Chief Financial officer

Salary: R198 539.68

**SOCIAL AND COMMUNITY SERVICES
POSITION: SECURITY GUARD
(WINBURG X5, BRANDFORT X5, VERKEERDEVLEI X3 AND THEUNISSEN X7)**

Requirements:

- Grade 10 (std 8)/ Basic Adult Literacy;
- Possession of SIRA grade C,B or A Certificate
- Armed response will be an added advantage;
- Skills and Competencies
- Physical fitness to perform operational duties;
- Mental fitness to perform under stress and dangerous situations;
- Analytical skills;
- Communicate ideas and concepts clearly to supervisor and colleagues;
- Effective customer care skills;
- Sound interpersonal and industrial relations skills;
- Ability to think creatively.

NB: Candidates must not have any criminal records

Key responsibilities:

- Patrol municipal premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates;
- Respond to alarms and investigate disturbances;
- Monitor and authorise entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises;

- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of authorised persons, or unusual occurrences;
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorised persons;
- Protect municipal property.

Salary: R114 159.70 p.a

Enquiries can be directed to the HR MANAGER, Mr G.M Tjolo at 057-7330107 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 conditions 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:

The Administrator, PO Box 8, Theunissen, 9410, or applications can be hand delivered at Corporate Services: HR Recruitment and Selection office in Theunissen.

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

Closing date: 19 June 2017 at 16h00

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.

**SIGNED
R.S KAU
ADMINISTRATOR
02/06/17**