

**EMALAHLENI LOCAL MUNICIPALITY**  
**INTERNAL & EXTERNAL NOTICE**

**ERRATUM :RE-ADVERTISEMENT**

Emalahleni Local Municipality is an equal opportunity employer committed to the promotion of equity and equality.

The appointment of a candidate is at the Emalahleni Local Municipality's sole discretion, taking into account factor which Council considers relevant, including but not limited to Employment Equity.

Emalahleni Local Municipality reserves the right to appoint the suitable candidate in line with the affirmative Action Strategy.

Suitable qualified females and people with disabilities are encouraged to apply.

The submission of an application gives Emalahleni Local Municipality the right to make enquiries necessary to obtain information regarding the applicant's background. Such enquiry will include current and previous employers as well as academic institutions.

The Municipality hereby invites applications from suitably qualified candidates for the following position:

<b>VACANCY</b>	<b>MANAGER: SUPPLY CHAIN MANAGEMENT</b>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	*B/Com/Degree/BTech in Logistics, Purchasing Management or Finance *5 years relevant experience in a managerial position *Valid Code B drivers license *Knowledge of Municipal Finance Management Act will be an added advantage
<b>KEY RESPONSIBILITIES</b>	*Implement the Procurement Policy and Procedure *Ensure the adherence to the Procurement Policies and Procedures and legislation applicable *Writing reports in line with the Supply Chain Management Policy and Regulation *Negotiate preferential rates for the Municipality *Ensure that the items are procured at the best cost and quality measures *Manage the tender process and advise managers in their areas *Coordinate the tender process and the evaluation thereof *Liaise with Finance to resolve any issues with regards to payment for goods and services *Ensure effective, efficient and economical procurement, storage, risk control, distribution, maintenance and administration and control over the assets and services of the Municipality *Ensure the management information is produced and available on a monthly basis *Publish, review, arrange for printing, hold for issuing and distribute all procurement templates *Compile a list of preferred providers and distribute the list to all relevant personnel responsible for procurement *Administer the suspension of vendors, preferred providers and service providers *Monitor the Procurement/Tender Committee i.e. Agenda, preparation and submission of documents, minutes of meetings and proper record keeping of process and documentation *Compile a business plan and work plan *Any other duties given by the supervisor
<b>CORE MANAGERIAL &amp; OCCUPATIONAL COMPETENCIES</b>	*Knowledge of Procurement Systems *Knowledge of Preferential Procurement Act 2000 & BEEA, various charters *Knowledge of Stores Management Systems *Report writing skills *Presentation skills *Communication skills *Conflict Management and Relationship Building skills *Negotiating and Consulting skills *Knowledge of Procurement Policies and Procedures *Knowledge of Financial Management *Knowledge of Contract Law *Willingness to work irregular hours
<b>SALARY</b>	<b>R734 964.00 per annum</b> <b>Level 2 of Grade 12</b>

<b>CLOSING DATE</b>	<b>30 SEPTEMBER 2021</b>
<b>ENQUIRIES</b>	<b>MR. ML SITHOLE/MS. BM ZITHA</b> <b>Tel: 013 690 6537/6358</b>

Please send your **CV together with certified copies of your qualifications**, to the Head: Human Resources, P.O. Box 3, Witbank 1035, or submit your CV at

**Administration Building  
Civic Centre  
President Street  
Witbank  
1035**

If no response is received from Emalahleni Local Municipality within 60 days after the closing date, it must be regarded that your application has not been successful.

***PLEASE NOTE:***

- ***THAT NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED***
- ***FEMALES AND PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY***