



MKHONDO

LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT

Mkhondo Municipality, which is a gateway to the Province of Mpumalanga from Kwa-Zulu Natal and Swaziland, seeks to appoint highly motivated self-starters and visionaries to the extremely challenging position of

DEPARTMENT: FINANCIAL SERVICES
DEVISION: SUPPLY CHAIN MANAGEMENT
PRACTITIONER DEMAND & ACQUISITION
Ref: PDA /18/22

MINIMUM REQUIREMENTS

- A Grade 12
- 3-Year's National Diploma / Degree in Financial Management / Accounting Sciences / Economics / Supply Chain Management or Equivalent relevant qualification
- A Valid Drives License
- 3-4 years' relevant experience in the field of the post

OTHER REQUIREMENTS

- Good Communication Skills (Written and Verbal)
- Numerical accuracy and attention to detail
- Be able to Maintain confidential information
- Be Client Oriented
- Good interpersonal Skills

RESPONSIBILITIES

- Conducting needs assessment by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds.
- Conduct a market and industry analysis.
- Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives.
- Oversee, coordinate and advise on the process of drafting specification/terms of reference and special conditions of contract
- Compile a Procurement Plan
- Procuring goods and services through Request for Quotations, Request for Proposals and tender processes according to the Supply Chain Management Prescripts (including deviations and extension).
- Assist users in the completion of purchase requests on the system as required.
- Continually using Central Supplier Database for new vendors and do a market analysis for products/services to obtain best-value purchasing for the Municipality.
- Ensure procurement source documents are verified, captured and authorized, and the purchase order is placed with the supplier.
- Liaise with suppliers with regards to procurement queries and issues.
- Manage procurement in a manner that all policies and procedures are adhered to (including market research, turnaround times, etc.).

Remuneration: Level 4 (R421 320) pa excluding benefits)

CLOSING DATE & TIME 26 AUGUST 2022 @14h30

Enquiries: Mr. Sibusiso Mbatha or Mr. Wandile Ngwenya 017 2850 200

To apply:

Please forward your application on the form “Application for Employment” that can be obtained from our offices or on the Municipal website, concise CV together with original certified copies (not older than three months) of all relevant qualifications, Identity Document and Valid Driver’s License with at least three contactable references to

Hand delivery

or

Post

Senior Manager: Human Resources
Civic Centre
Corner Mark and De Wet Street
Piet Retief
2380

Senior Manager: Human Resources
Mkhondo Local Municipality
P.O. Box 23
Piet Retief
2380

Failing to sign the “Application for employment” form will constitute an automatic disqualification

Note: Correspondence will be conducted with short-listed candidates only

No faxed or e-mailed applications will be accepted

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful.

The Municipal is committed to the implementation of its Employment Equity Plan, and in this vein, appropriately **qualifying women and people with disabilities** are particularly encouraged to apply.

Mkhondo Local Municipality reserves the right not to make an appointment.

**BA MASEKO
ACTING MUNICIPAL MANAGER
MKHONDO LOCAL MUNICIPALITY**