



EXTERNAL/INTERNAL ADVERTISEMENT

Mkhondo Local 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
ACCOUNTANT BID ADMINISTRATION & CONTRACT MANAGEMENT
Ref: FS/SCM/PRACBID/01

MINIMUM REQUIREMENTS

- Grade 12
- A relevant 3 year tertiary qualification, preferably a National Diploma in Supply Chain Management/ Logistics/ Procurement or Equivalent relevant qualification
- Computer literacy: MS Office
- 02-05 years' relevant experience in the Supply Chain Management field, preferably in local government.
- Valid driver's license

ADDED ADVANTAGE

- B Com in Supply Chain Management/ Logistics/ Procurement.

OTHER REQUIREMENTS

- Good Communication Skills (Written and Verbal)
- Ability to work long hours and meet deadlines
- Good leadership skills
- Be computer literate
- Attention to detail
- Good interpersonal skills

RESPONSIBILITIES

- Coordinating and implementing efficient and competitive procurement systems through the investigation of current system and processes, coordinating the implementation of new procurement procedures in compliance with the Supply Chain Management Act and Municipal Finance Management Act.
- Developing tender documentation for the procurement of service providers and ensure compliance with applicable legislations and regulations.
- Prepare reports on Capital Projects performance, Supply and delivery, cash flow reviews for presentation during the Finance Standing Committee meetings.
- Reporting Monthly to the SCM Manager, STANCO & CFO.

- Guiding the drafting, adjudication and reporting processes with regards to contracts/ tenders and verifying details, terms and conditions, specifications, etc comply with laid down policies, regulations and procedures.
- Participating in the appointment process and briefing parties (consultants/ contractors, etc) on the terms and scope of such appointments and, evaluating, investigating and approving submissions on progress, performance and costs.
- Participate in identification of sectional or sub-sectional risks for submission to immediate supervisor.
- Identify measures to mitigate risks as per institutional risk register.
- Evaluating and monitoring the adequacy of Council's Affirmative Procurement Policy in providing opportunities to emerging contractors to develop and enhance their skill base and promote employment at a local level.
- Resolving technical conflicts and contractual claims and preparing the necessary reports presenting councils arguments at arbitration.

Remuneration: R 471 015 per annum (excluding benefits)

CLOSING DATE & TIME: FRIDAY, 20 JUNE 2025 @ 12h00

Enquiries: Human Resources (Recruitment and Selection Section)

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

Vetting and screening may be done on successful candidates

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

The Municipality 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.

**MJ MKHONZA
MUNICIPAL MANAGER**

