



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 DEMAND & ACQUISITION
Ref: FS/SCM/PRACDEM/01

MINIMUM REQUIREMENTS

- Grade 12
- A relevant 3 year tertiary qualification, preferably a National Diploma in Supply Chain Management/ Purchasing/ 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/ Purchasing/ 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

- Consolidating procurement plans from line departments and reviewing them to ensure alignment to the IDP.
- Administering the compilation of the minimum requirements of information for the business plan for procurements.
- Facilitating the Acquisition Management of the municipality as this business plan is used to start the procurement process.
- Receiving and verifying information recorded on requisition forms (vote numbers, specifications, etc), processing information onto the system and allocating order numbers.
- Providing input into the drafting of tender notices and/ or formulation of contracts in respect of procuring and appointing vendors/ service providers for the delivery of specific services (building and facilities maintenance, office equipment support, etc.)

- Obtaining quotations in accordance with guidelines stipulated in the Procurement Policy and requesting orders.
- Checking quoted prices and specifications against requisitions/ requirements of the Departments.
- Providing input into the evaluation of bids in respect of procuring and appointing vendors / service providers for the delivery of specific services (building and facilities maintenance, office equipment support, etc.)
- Receiving proposals from vendors/ suppliers with regards to their products, prices and service delivery standards and/ or communicating the requirements of Council's policies
- Monitoring and ensuring that the payments are done within the stipulated timeframes as per the legislation.
- Implementing and monitoring reconciliation of payments to ensure that outstanding commitments/ amounts are paid timeously.

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**