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PO Box 539  
Peddie  
5640

### VACANCY

Ngqushwa Municipality incorporating Hamburg, Peddie Town, rural and portion of King Williams Town rural invites suitably qualified and experienced candidates to apply for the following position:-

**Department :** Budget and Treasury Office  
**Position :** SCM Administrator  
**Salary :** R 186 450.00 – R 242 042.00 pa. (Task Grade 10)

#### Requirements:-

- Diploma or Degree in SCM or Equivalent
- 2-3 years working in finance
- Minimum of 2 years vast experience in Supply Chain Management
- Advanced End-user Computing.
- Understanding of Municipal Environment and MSCOA will serve as added advantage.
- Committed, dedicated, hard worker, team player and ethical principled.
- Be willing to work overtime to meet deadlines

#### Duties:-

- Responsible for SCM administration (bid, contract management, commitment registers and MFMA sec 32)
- Responsible for detection, preventing, reporting all matters relating to Section 32 of MFMA and policy development.
- Contribution in doing market research and commodity analysis to ensure value for money for procurement of goods and services.
- Responsible for assisting users in compiling specifications and terms of reference for goods and services and MOU when need arises.
- Responsible for monitoring of supplier's performances as per MFMA section 116.
- Ensure rotation of suppliers in the database to promote LED and SME development.
- Prepare and submit accurate and complete monthly SCM reports.
- Any other duties that are delegated by the Supervisor.

**Department :** Budget and Treasury Office  
**Position :** Finance Management Internship x 2  
**Salary :** R 91 275.60 per annum

#### Requirements:-

The candidate should hold as a minimum, a three year Bachelor's Degree or National Diploma with majors in Accounting, Economics or Finance including either Risk Management and/or Auditing among others.

The intern will sign an internship agreement which is in addition to the employment contract. The effect of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures. The candidate must be between the ages of 21 and 35.

## **INTERNSHIP OVERVIEW**

The MFMIP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during University training. It ends where appropriate, with the credits or a qualification in Municipal Finance Management in line with the Municipal Minimum Competency Regulations, Gazette 29967 of June 2007

Interested persons should submit an application letter together with comprehensive curriculum vitae, certified copies of qualifications and the names of at least three contactable references, to the **Municipal Manager, P. O. Box 539, Peddie, 5640** or can be hand delivered to **Ngqushwa Municipal Offices, Cnr. N2 and R345 Road, Peddie**. Enquiries can be directed to **Acting Human Resources Manager, Ms L. Mantyi at 040 6733 095**

NB:

- No faxed or e-mailed applications will be accepted
- Shortlisted applicants will be subjected to competency assessment and vetting processes
- Only certified copies of certificates, ID and driver's license accepted.
- Canvassing of Councillors and/or officials will result to disqualification of your application
- Only the shortlisted and successful applicants would be contacted, therefore if you have not heard from us within 30 days after the closing date regard yourself as unsuccessful, however the Municipality appreciates your interest and wishes you the best in your career.
- Ngqushwa Municipality is under no obligations to fill the post after advertisement thereof.
- Applicants with disabilities are encouraged to disclose their disability status on their application.
- Preference will be given to applicants from designated groups in line with Employment Equity Act & Plan.

**Closing date : 25 January 2018**

**MRS. M.P. MPAHLWA  
MUNICIPAL MANAGER**