

NKANGALA DISTRICT MUNICIPALITY

EXTERNAL VACANCIES



Nkangala District Municipality

Date: 17.06.2022

Signature: [Handwritten Signature]
Corporate Services/HR Department

MANAGER CORPORATE SERVICES (REF: C/S010/06/2022)

WORK STATION: Nkangala District Municipality, Corporate Services Department

SALARY: R576 610.00/ R620 967.00 p.a **Plus (Plus** Contribution to Medical Aid, Pension Fund, Group Life, Housing, Cellphone and Travelling allowance of 650km per month.

TERM OF OFFICE: Permanent

Level: 2/9

QUALIFICATION REQUIREMENTS: Grade 12, A relevant three-year tertiary qualification, preferably a National Diploma (NQF L6) or Bachelor's degree (NQF L7) in Public Administration/Political Sciences/Social Sciences/Law/ Human Resource Management or equivalent. Full compliance with Municipal Regulations on Minimum Competence Levels or CPMD. Computer Literacy: Ms Office

EXPERIENCE REQUIREMENTS: The candidate must have a minimum of 8 years or more relevant experience of which 2 years must be at Supervisory level. An understanding of the work of Government and the various stakeholders. Understanding of management principles and ability to interpret legislation. Maintain a high standard of integrity and be able to work under pressure

DUTIES:

- Manage and supervise personnel in the Corporate Services department;
- Ensure application and maintenance of management principles;
- Implement control systems in respect of duties carried out by various departmental units (e.g. Council Support & Secretariat Services, Human Resource Management, Facilities, Security and Records Management.
- Organize activities and determine priorities;
- Manage, review and implement HR and administrative policies;
- Determine and devise procedures as per Council resolutions;
- Ensure effective financial and procurement management in the department.
- Ensure proper execution of legislations, legal opinions, and council resolutions.
- Champion development, monitoring and Implementation of the departmental SDBIP

NKANGALA DISTRICT MUNICIPALITY EXTERNAL VACANCIES



Nkangala District Municipality

Date: 17.06.2022

Signature: [Handwritten Signature]
Corporate Services/ HR Department

NOTE: Nkangala District Municipality is a designated, equal opportunity, representative employer. It acknowledges its mandate to take affirmative action measures to ensure equitable representation of suitably qualified people from designated groups in all occupational levels and categories and promotes representivity based on race, gender and disability in Local Government through the filling of positions. Candidates whose appointment/transfer/promotion will promote the EE Targets and Goals of the Municipality will therefore receive preference. **Persons with disabilities and African, Indian, Coloured and White are especially encouraged to apply**, although this does not suggest that the process of recruitment excludes members from non-designated groups.

DIVISIONAL MANAGER SUPPLY CHAIN MANAGEMENT (SCM) (REF: F/004/06/2022)

WORK STATION: Nkangala District Municipality, Finance Department

SALARY: R535 375.00/ R548 789.00 p.a **Plus (Plus** Contribution to Medical Aid, Pension Fund, Group Life, Housing, Cellphone and Travelling allowance of 650km per month.

TERM OF OFFICE: Permanent

Level: 3/9

QUALIFICATION REQUIREMENTS: Grade 12, B. Com degree (NQF L7) in Accounting/ Economics/ Logistics and Purchasing. MFMP or CPMD or Municipal Finance certificate as per the National Treasury regulations is also compulsory.

EXPERIENCE REQUIREMENTS: The candidate must have a minimum of 8 years or more relevant experience covering all aspects of the relevant Supply Chain Management process; and Management of Supply Chain Management information or having gained specialist experience in a SCM discipline.

NKANGALA DISTRICT MUNICIPALITY

EXTERNAL VACANCIES



DUTIES:

The incumbent will be reporting directly to Chief Financial Officer (CFO). *Responsible for all procurement of the Municipality by performing functions of demand and acquisition. *Ensuring compliance with MFMA, PPPFA, SCM policy and any other related legislations. *Assisting the CFO to ensure effective performance of BID Committees. *Ensuring proper SCM control systems are in place and effective. *Compile the statutory reports required on daily, monthly, quarterly and annual basis. *Manage the subordinates in the SCM unit. *Ensuring continuous update of the Municipal database. *Ensuring implementation of the procurement plans as submitted by the other departments. *Safeguarding Municipal Finance by ensuring the value for money in all procurements done by the Municipality.

NOTE: Nkangala District Municipality is a designated, equal opportunity, representative employer. It acknowledges its mandate to take affirmative action measures to ensure equitable representation of suitably qualified people from designated groups in all occupational levels and categories and promotes representivity based on race, gender and disability in Local Government through the filling of positions. Candidates whose appointment/transfer/promotion will promote the EE Targets and Goals of the Municipality will therefore receive preference. **Persons with disabilities and African, Indian, Coloured and White are especially encouraged to apply**, although this does not suggest that the process of recruitment excludes members from non-designated groups.

NOTE: The successful candidate will undergo security and qualifications vetting and enter into an employment contract / performance agreement with the municipality and **will be subjected to a 6 months' probation period** and disclosure of financial interests, as requested, must be submitted. Correspondence will be limited to short-listed candidates. **Applicants should attach an application letter, detailed CV together with certified copies of qualifications and identity document, as well as the completed, prescribed NDM General Application Form for Employment (available from Council's web site www.nkangaladm.gov.za), and send it to or apply online at e-recruitment@nkangaladm.gov.za**

Nkangala District Municipality reserves the right not to fill any of the positions.

Enquiries: Ms Hlengiwe Nkosi: 013 249 2082 **Closing date: 07 July 2022 @ 16H30**

Nkangala District Municipality

Date: 17.06.2022

Signature: Hlengiwe Nkosi
Corporate Services/HR Department