

# Winnie Madikizela-Mandela Local Municipality

Physical Address  
51 Winnie Madikizela  
Mandela Street  
Postal Address  
P O Box 12  
Bizana



Office of the Municipal  
Manager  
Tel: 039 251 0230  
Fax: 039 251 0917  
mahlakal@mbizana.gov.za

## EXTERNAL ADVERTS

Winnie Madikizela Mandela Local Municipality is a Category 2 Municipality that is committed to affirmative action and provisions of Employment Equity Act 55 of 1998. Applications are hereby invited from suitable qualified individuals to fill the vacant positions indicated below:-

<b>1. POST:</b>	<b>SCM OFFICER</b>
<b>DEPARTMENT:</b>	<b>BUDGET &amp; TREASURY OFFICE</b>
<b>CONTRACT:</b>	<b>PERMANENT</b>
<b>TASK GRADE:</b>	<b>11</b>
<b>REFERENCE:</b>	<b>WMMLM/JD11/SCMO</b>
<b>REMUNERATION:</b>	<b>R318 726.00 BASIC SALARY PER ANNUM</b>

### **MINIMUM REQUIREMENTS**

- ✓ Grade 12 certificate;
- ✓ An NQF Level 6/7 Qualification in Accounting/Supply Chain Management/Logistics/Procurement Management;
- ✓ 2-5 years' experience across SCM processes in a government environment is required;
- ✓ Computer literacy: MS Office;
- ✓ Proven understanding of MFMA/PMFA, PPPFA and any government policies dealing with Procurement of Goods and Services
- ✓ Possess excellent communication skills, both verbal and written in at least two Official languages including IsiXhosa;
- ✓ Display good organisational, time management and multi-tasking skills;
- ✓ Completion of the Municipal Finance Management Training will be an added advantage; and
- ✓ A valid driving licence.

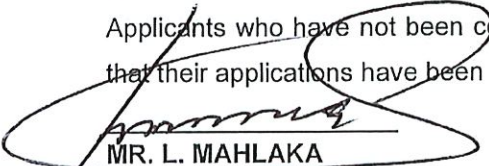
## KEY PERFORMANCE AREAS

- ✓ Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and/ or other approved methods designed to improve and motivate personnel.
- ✓ Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources.
- ✓ Co-ordinates the implementation of functional procedures, systems and controls associated with the key performance areas and result indicators of the functionality;
- ✓ Communicating and establishing the capacity and capability of suppliers to meet specific requirements;
- ✓ Executes applications with respect to establishing the requirements against available resources, acquisitioning and appointment process in order SCM procedures are complied with;
- ✓ Co-ordinates and controls personnel performance, productivity and discipline; and
- ✓ Conducts work according to prescribed norms and standards under the general direction of an experienced Senior practitioner i.e. applicable local government legislation (e.g. MSA, MFMA, PPPFA, etc. and as amended) and relevant National Treasury and other relevant national / provincial government regulations; and SCM policy and supporting guidelines.

An application form (available on the municipal website) must be completed to apply for the position and the reference number quoted, accompanied by a comprehensive CV with traceable references, copies of certificates, ID and driver's licence must be submitted as part of the applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Winnie Madikizela-Mandela Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the Municipal Offices during office hours or emailed to: [hr@mbizana.gov.za](mailto:hr@mbizana.gov.za). For more information please contact: Ms N. Mshweshwe on 039-251 0230 during office hours. Closing date: ..... 31.12.2024 @ 12pm.

**CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION; THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.**

Applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.

  
MR. L. MAHLAKA  
MUNICIPAL MANAGER