



# MAKHUDUTHAMAGA LOCAL MUNICIPALITY

Makhuduthamaga Local Municipality invites suitably qualified applicants to apply for the under-mentioned vacancy:

## Acquisition Officer

**Basic salary: R234 356.52 per annum (excluding benefits)**

**Minimum requirements:** • A 3-year National Diploma/BCom Accounting or equivalent in Accounting • 1-2 years' relevant experience

**Key performance areas:** • Administer the database of suppliers to ensure that the accredited prospective providers of goods and services are accurately updated on a regular basis • Administer the tender process • Procure goods and services • Administer Supply Chain Management.

To apply for the above post, use the signed application letter/form, which must be accompanied by a detailed CV, originally certified copies (not older than 3 months) of academic qualifications, copy of an Identity Document and driver's licence.

**Note:** Shortlisted candidates will be subjected to security and reference check. The successful candidate will be required to sign an employment contract and disclose financial interest.

Failure to comply with the above request will disqualify your application. E-mailed and faxed applications will not be considered.

**Enquiries:** HR: (013) 265-8619/16

Switchboard: (013) 265-8600

Applications should be directed to the Acting Municipal Manager, Makhuduthamaga Local Municipality, Private Bag X434, Jane Furse 1085 OR hand-delivered to Stand No 1, Groblersdal Road, Jane Furse, 1085 at the Municipal Reception.

Women and people with disability are encouraged to apply.

The successful candidate will be stationed at Jane Furse Makhuduthamaga Municipality Main Office.

Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will disqualify the applicant.

**Closing date:** 26 April 2018

Applications received after the closing date will not be considered, thus if you do not hear from the Municipality within 30 days, you should regard your application as unsuccessful.

Makhuduthamaga Local Municipality is an equal opportunity, Affirmative Action employer and subscribes to the principles of employment equity.