



Mmogo re šomela diphetogo!

DEPARTMENT:
CORPORATE SERVICES

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

1. MANAGER: SUPPLY CHAIN (X1)

Basic Salary: R418 894, 20 per annum (excluding benefits)

Requirements: Grade 12 plus Bachelor's Degree in Supply Chain Management or Accounting. Certificate in Municipal Finance Management Programme is also a requirement. Five (05) years supply chain experience, of which three (03) years is in a supervisory capacity. Code B Drivers Licence.

KPA's: Ensure that planning development is aligned to compliment the development plan and strategies of the council and provincial government. Ensure Supply Chain Management procedures are complied with, contributing to fairness and transparency in the process. Support the continued development of effective contract management arrangements within the municipality and monitoring contract life thereafter. Ensure procurement of services is conducted within the prescribed legislation and policies. Ensure effective management of tender processes in line with applicable legislation, policies and Treasury Regulations. Ensure that the unit budget compiled accurately and approved in line with policy guidelines and expenditure aligns with budget, guarding against unauthorised expenditure.

2. RISK MANAGEMENT OFFICER (X1)

Basic Salary: R283 752. 12 per annum (excluding benefits)

Requirements: Grade 12 plus National Diploma in Risk Management/ Accounting or equivalent relevant qualification. Minimum of two (02) years relevant experience.

KPA's: The successful candidate will coordinate risk management within the Municipality by using a systematic and disciplined approach in the following key performance areas: Coordinate and implement risk analysis, policies, strategy and framework. Risk assessment and mitigation processes. Risk awareness and compliance. Provide administrative support to the section.

3. PERSONAL ASSISTANT TO THE MUNICIPAL MANAGER (X1) (2 YEARS' CONTRACT)

Basic Salary: R217 449.12 per annum (excluding benefits)

Requirements: Grade 12 plus National Diploma in Office Management or equivalent relevant qualification. Computer Literacy Certificate. Good interpersonal and communication skills. Minimum of two (02) years relevant experience.



MAKHUDUTHAMAGA

LOCAL MUNICIPALITY

PHYSICAL ADDRESS
01 Groblersdal Road
Jane Furse
1085

POSTAL ADDRESS
Private Bag X434
Jane Furse
1085

Mmogo re šomela diphetogo!

DEPARTMENT:
CORPORATE SERVICES

KPA's: The successful candidate will perform administrative services in the Office of the Municipal Manager in the following key performance areas: Coordinate secretarial support services to the Municipal Manager's Office. Coordinate internal and external correspondence. General administration of Municipal Manager's engagements. Perform general office administration.

To apply for the above post use:

The application form must be accompanied by a detailed CV, originally certified copies (not older than 3 months) of academic qualifications, and Identity Document. Copy of the drivers licence must also be attached if it is a requirement of the post.

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

ENQUIRIES: Letshedi G

HR: (013) 265 8658


Switchboard: (013) 265 8600

Applications should be directed to the below address.

Please forward application to: The Municipal Manager, Makhuduthamaga Local Municipality, Private Bag x 434, Jane Furse, 1085

OR

Hand- delivered to: Stand No 1, Groblersdal Road, Jane Furse, 1085 @Municipal Reception

Women and  (people with disability) are encouraged to apply.

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

Closing Date: 08 March 2021

Applications received after the closing date will not be considered, and if you don't hear from the municipality within 30 days after the closing of the advert then regard your application as being unsuccessful.



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

PHYSICAL ADDRESS
01 Groblersdal Road
Jane Furse
1085

POSTAL ADDRESS
Private Bag X434
Jane Furse
1085

Mmogo re Somela diphetogo!

**DEPARTMENT:
CORPORATE SERVICES**

Makhuduthamaga Local Municipality is an equal opportunity, Affirmative Action employer and subscribe to principles of Employment Equity.

Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>	Approved as amended <input type="checkbox"/>
---	--	---



08/10/2021

Date

Rampedi NM
Municipal Manager

Office of the Municipal Manager