



PERSONNEL VACANCY

Magareng Local Municipality, serving the towns and rural areas of Warrenton, invites applications from suitably candidates to fill the following vacant position within its establishment:

POST : SUPPLY CHAIN OFFICER: ACQUISITION AND LOGISTICS (PERMANENT)
SALARY: R228 300 (POST LEVEL: 9)

MINIMUM QUALIFICATIONS / POST REQUIREMENTS

- A National Diploma or Degree in Finance Management/Procurement Management/Supply Chain Management.
- At least 2 or more years' experience in Supply Chain Management as well as a strong experience in implementing of the PPPFA, Treasury Regulations as well as general understanding of BBBEE Act in line with the Procurement Compliance.
- No criminal record.
- Valid Driver`s license will be an added advantage.

KNOWLEDGE

- Ideal candidate is expected to display profound knowledge of contract management & Supply Chain Management.
- Knowledge of dealing with Treasury Regulations and Requirements;

COMPETENCIES

The successful applicant /candidate must possess competencies as published in Annexure A of the Local Government Municipal Staff Regulations Promulgated in Government Gazette 55181 of 20 September 2021.

DUTIES

- Receive request from end users and register
- Scrutinise terms of reference/specifications for compliance;
- Check completeness of documentation and compliance against supply chain management principles and thresholds;
- Invite price quotations/tenders for goods, services and works required by end users offices in accordance with the approved TOR/Specifications;
- Evaluate received quotations;
- Enforce compliance in terms of Supply Chain Management policies and prescripts;
- Provide management and both internal and external clients with supply chain management related advise;
- Draft comparative schedules based on received quotations;
- Implement an effective document control and filing systems;
- Compile procurement report and undertake compliance monitoring checks;
- Assist in the identification and determination of irregular, fruitless and wasteful expenditure;
- Monitor contract and report monthly on contract monitoring;
- Ensure that the National Treasury approved databases are utilised effectively in the sourcing of quotations/tender and that clients expectations are met;
- Provide support in maintaining effective systems and procedures for the procurements of goods and services;
- Support the Management in monitoring procurement functions of the Municipality
- Perform any other related duties that may be given by the Manager: Supply Chain Management;

PLEASE NOTE

1. The municipality is an Equal Opportunity Employer and will observe the requirements of equity employment and its EE Plan.
2. No late or faxed applications will be considered
3. Shortlisted candidates will be subjected to security vetting/screening, verification of qualifications, criminal record and employment history/reference check and should disclose financial interests.
4. Magareng Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, travel and subsistence allowance to attend interviews, etc., should it be discovered that the successful candidate submitted false or insufficient information which resulted in the contravention of the provisions of Municipal Council Policies or any other relevant legislation.
5. Suitably qualified applicants must submit their application with a detailed CV, certified copies of academic qualifications, Identity document and driver's licence (certified copies must not be older than 3 months) to the **Human Resource Manager P.O. Box 10 Warrenton Northern Cape 8530**
6. Written communication will only be with shortlisted candidates and if no communication has been received from the municipality within three (3) months after the closing date, please consider your application not successful.
7. The municipality reserves the right to appoint or not appoint any person.

Closing Date: 27 October 2023

Enquiries can be directed to Mr Eddie Thebe (HR Manager)

Tel: 053 497 3111 during office hours (07:30 - 16:00)

MAGARENG



MUNICIPALITY

PERSONNEL VACANCY

Magareng Local Municipality, serving the towns and rural areas of Warrenton, invites applications from suitably candidates to fill the following vacant position within its establishment:

POST : BUDGET AND TREASURY OFFICER (PERMANENT)
SALARY: R228 300 (POST LEVEL: 9)

MINIMUM QUALIFICATIONS / POST REQUIREMENTS

- A National Diploma / Degree in Accounting/ Finance/ Auditing or Cost and Management
- Two Years relevant Experience;
- Knowledge of the Municipal Financial Management System.
- Knowledge of GRAP
- Budgeting and Financial Management Skills, Presentation Skills, problem analysis and problem solving skills
- Excellent Computer skill with advantage knowledge of MS Excel.
- Ability to communicate effectively at all level
- Ability to work under pressure.
- National Treasury Minimum Competency Requirements will be an added advantage;
- Valid Driver`s License will be an added advantage.

KNOWLEDGE

- Ideal candidate is expected to display profound knowledge of Budget Control and Budget Preparations.
- Knowledge of dealing with National Treasury Circulars and Regulations;

COMPETENCIES

The successful applicant /candidate must possess competencies as published in Annexure A of the Local Government Municipal Staff Regulations Promulgated in Government Gazette 55181 of 20 September 2021.

Key Performance Areas

- Budget Preparation and Budgetary Control
- Fund Administration
- Financial Reporting
- Cost Accounting
- Statistics
- Financial Year End Process
- Compilation of Operational and Capital Budget to give effect to the IDP
- Management of an effective costing system over capital projects and regular reporting thereof
- National Treasury Circulars and Reporting

PLEASE NOTE

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Magareng Local Municipality, serving the towns and rural areas of Warrenton, invites applications from suitably candidates to fill the following vacant position within its establishment:

POST : CREDIT CONTROL/DEBT COLLECTOR (PERMANENT)
SALARY: R180 120 (POST LEVEL: 7)

MINIMUM QUALIFICATIONS / POST REQUIREMENTS

- A National Diploma Financial Management
- Two Years relevant Experience;
- Knowledge of the Municipal Financial Management System.
- Excellent Computer skill with advantage knowledge of MS Excel.
- Ability to communicate effectively at all level
- Ability to work under pressure.
- Valid Driver`s License will be an added advantage

KNOWLEDGE

- Ideal candidate is expected to display profound knowledge of Credit Control and Debt Collection.
- Knowledge of dealing with the Municipal Financial Management System;

COMPETENCIES

The successful applicant /candidate must possess competencies as published in Annexure A of the Local Government Municipal Staff Regulations Promulgated in Government Gazette 55181 of 20 September 2021.

Key Performance Areas

- Keep tracking outstanding debts
- Plan course of action to recover owed money;
- Locate and Contact Debtors
- Negotiate Payoff deadlines and payment arrangement
- Handle customer`s questions or complaints;
- Identify gaps in the system and recommend solutions;
- Update account status and database regularly;
- Comply with National Treasury Directives

PLEASE NOTE

- The municipality is an Equal Opportunity Employer and will observe the requirements of equity employment and it`s EE Plan.

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Magareng Local Municipality, serving the towns and rural areas of Warrenton, invites applications from suitably candidates to fill the following vacant position within its establishment:

POST : 1 X MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME (MFMIP)
STIPEND: R 100 000 PER ANNUM (All Inclusive)
TERM : TWO YEARS INTERNSHIP CONTRACT

MINIMUM QUALIFICATIONS / POST REQUIREMENTS

- Applicants must be in possession of a completed three year Bachelor Degree or National Diploma with majors in Accounting, Economics or Finance.
- Internal Audit and/or Risk Management will be an added advantage.
- Must be unemployed
- No experience required;
- Reasonable written and verbal communication skills, and computer literacy are further requirements.

DUTIES/RESPONSIBILITIES

- The incumbent will report directly to the Chief Finance Officer;
- Assist with the completion and implementation of the National Treasury Budget Reform Programme or Municipal Budget;
- Develop statistical reporting modules and electronic capturing of all data in all sections of Financial Management;

The incumbent`s performance will be regularly monitored and assessed by the Chief Finance Officer

PLEASE NOTE:-

- The municipality is an Equal Opportunity Employer and will observe the requirements of equity employment and it`s EE Plan.
- No late or faxed applications will be considered
- The successful applicants will be expected to sign an Internship agreement, which is an additional to the employment contract. This will ensure commitment to the MFMI Programme which requires, amongst others ,full participation in the training and workplace programs. Interns will be subject to the Municipal Disciplinary Code.
- Shortlisted candidates will be subjected to verification of qualifications, criminal record and should disclose financial interests.
- Magareng Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, travel and subsistence allowance to attend interviews, etc., should it be discovered that the

- successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies or any other relevant legislation.
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