



Magareng Local Municipality is looking for a highly motivated, results orientated, suitably qualified and experienced individual to fill the following position:

SUPPLY CHAIN OFFICERS (X2)

REMUNERATION

R 135 324.00 Task Grade 9

REQUIREMENTS

- Diploma in Financial Management/Or equivalent
- MFMP Competency Certificate
- 3 years previous experience in SCM
- Computer Skills (Excel spreadsheet)

RESPONSIBILITIES

- Ensure an effective implementation of MFMA and procedures for improved municipal objectives by liaising with divisional managers (user departments) regarding supply chain
- Ensuring an effective implementation of supply chain policy to improve service delivery and to meet the municipal objectives
- Assist with effective communication with all relevant stakeholders to support municipality's financial objective by liaising with superior in order to receive instructions, make recommendations or discuss problems experienced
- Assist with the management and safe keeping of records:(Bids Register, Invitation of bids, Quotations register, Invitation to quotations, Contract register, Minutes of bid committee meetings, register of deviation and Database supplier.
- Develop, implement and control a policy of creditors management to ensure prompt payment of debt

BENEFITS: PENSION FUND AND MEDICAL AID

Note: Application letters must be submitted together with certified copies of your qualification accompanied by a detailed CV and your ID/passport. Failure to submit the required document will result your application not being considered.

Correspondence will sent to short listed candidates only. It will be expected of the selected candidates to be available for interviews on a date, time and place as determined by Magareng Local Municipality. If you have not been contacted within one month of the closing date of this advertisement, please accept that your application was unsuccessful.

Forward application to: The Human Resource manager Eddie Thebe Magareng Municipality P.O BOX 10 Magrieta Prinsloo Street Warrenton 8530.

Closing date: 17 September 2014

Note: short-listed applicants are advised that they will undergo vetting and security clearance processes