



MTUBATUBA LOCAL MUNICIPALITY
UMASIPALA WASE-MTUBATUBA
MTUBATUBA MUNISIPALITEIT

PROCUREMENT OFFICER
PERMANENT
SALARY: TASK GRADE 10 OF CATEGORY 1 MUNICIPALITY

Mtubatuba Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the undermentioned post:

BUDGET & TREASURY OFFICE
SECTION: SUPPLY CHAIN MANAGEMENT

BENEFITS: NORMAL MUNICIPAL EMPLOYEES BENEFITS

REQUIREMENTS

- Grade 12,
- An appropriate 3 year Degree/Diploma in Finance/Supply Chain/Purchasing/Procurement Management
- 3 years proven experience in the field of Local Government Finance, Procurement and Tender Management.
- Applicants should have a high level of discipline, communicative and interpersonal skills, analytical, innovative problem-solving skills and time-managing skills. Thorough knowledge of Local Government Procurement Legislation,
- Must have obtained the National Treasury's Minimum Competency levels qualification (CPMD MFMP) as prescribed by Municipal Minimum Competency Regulations, 2007
- Computer Literacy and
- Code C1 driving license or equivalent.

KEY RESPONSIBILITIES

- Establish and manage an effective demand, acquisition, logistics, disposal, risk, contract and supply chain performance management system.
- Prepare and review procedures, policies, templates, workflows, standard bid documentation, standardized reports, and systems to ensure an effective system of acquisition management.
- Assist in the promotion and implementation of BEE Programs.
- Manages the flow/distribution of SCM information within the Municipality to ensure user departments are informed of all information pertaining to SCM as per National Treasury Guidelines.
- Provides internal support to Departments on Procurement, Contract and Tendering issues
- Compilation of Statutory reports in terms of the MFMA and the Supply Chain Management Regulations.
- Administering and coordinating the public invitation for quotations, competitive bids and the handling, opening and recording of bids.

Applications, accompanied by a comprehensive CV, originally certified copies of qualifications not older than 3 months, ID, driver's license and covering letter indicating the position you are applying for, must be sent by post to: The Acting Municipal Manager, Mtubatuba Municipality, Private Bag 52, Mtubatuba, 3935 or hand delivered to Mtubatuba Municipality, Lot 105, INKOSI Mtubatuba Road, Mtubatuba, 3935. Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered. All information including qualifications and references of shortlisted candidates will be subjected to personal credential verification and security clearance. Further enquiries may be directed to Human Resource Office, at tel. no. (035) 5500069 during office hours. Should you not be contacted within 60 days of the closing date please accept that your application had been unsuccessful. Mtubatuba Municipality reserves the right not to fill the advertised post. **Closing date: 24/03/2017**

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Municipal Manager
Mr. A.J. Mngomezulu

Mtubatuba Municipality subscribes to an affirmative action programme that is non-racist, non-sexist, non-discriminatory and based on merit. The Council reserves the right not to make an appointment.