



Amajuba District Municipality

Amajuba District Municipality is an equal opportunity, affirmative action employer and also encourages applications from disabled persons.

DEPARTMENT OF BUDGET & TREASURY OFFICE **PROCUREMENT MANAGER - POST LEVEL 04**

Minimum Requirements: Matric and National Diploma in Logistics or NQF level 6 equivalent qualification with 4 years relevant experience;

A completed Municipal Finance Management Minimum Competency Certificate as per National Treasurer is preferred- alternatively, must be completed within 12 months of appointed;

Summary of Duties:

Perform tasks/activities associated with the application of Supply Chain procedures which includes:

- Responsible for the planning, organising, co-ordinating and exercising control over all supply chain activities of the municipality.
- Responsible for the implementation of the stipulation the SCM policy and regulations in the process of acquiring goods & services for municipal use.
- Responsible for all enquiries from suppliers related to payment of invoices and from staff.
- Facilitate the functioning of the Bid Committee by supervising the secretarial function performed by the SCM section.
- Supervise and monitor subordinates and other functionaries working in supply chain management for adherence with policy & procedure stipulations.
- Oversee the production and submission of reports as required by the SCM policy & regulations.
- Oversee the drafting up of adverts, tender documents and terms of reference for bids going out.

Remuneration: R 419,676.87 per annum

Applications consisting of a comprehensive CV, covering letter together with certified copies of matric certificate, tertiary qualifications, driver's license and ID where applicable must reach HR Section no later than **12h00 on 14 August 2019**. Enquiries may be directed to HR Section: 034-3297200 during office hours. Facsimile, email or late applications will **not** be accepted. Only short-listed applicants will be contacted and subjected to the vetting process. If you are not contacted three months after the closing date, your application would have been unsuccessful. Applications **MUST** be addressed to The Municipal Manager on:

Physical Address:
Amajuba District Municipality
B9356 Amajuba Building
Section1
Madadeni, 2952

Postal Address:
Amajuba District Municipality
Private Bag X6615
Newcastle
2940

SR ZWANE
MUNICIPAL MANAGER