

DEPARTMENT OF FINANCIAL SERVICES(BTO)
DEPUTY DIRECTOR SCM & ASSETS- TASK GRADE(T17)



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External Advert -Erratum
Amajuba District Municipality

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

DEPARTMENT OF FINANCIAL SERVICES(BTO)
DEPUTY DIRECTOR : SUPPLY CHAIN MANAGEMENT & ASSETS- TASK GRADE(17)

MINIMUM REQUIREMENTS

Matric and B Degree in Finance/ Supply Chain Management or NQF Level 7 equivalent qualification with 4 years Management experience.

Summary of duties

- To lead and to manage the SCM and Assets unit in order to ensure provision of efficient and effective financial administration, planning and management in the municipality based on sound financial principles to enable council and other directorates to render services to the community.
- Evaluate and comment on the applicability of specific operational key performance indicators and measures against outcomes detailed in the Councils integrated Development Plan/or strategic plans.
- Draw up strategic business plans for the Unit to ensure that business planning of unit is aligned to councils and directorates strategic objectives/priorities.
- Oversee the development and implementation of strategic and operational policies in the unit according to legislation and Council policies and procedures.
- Plan and forecast on short, medium, and long term organisational and personnel needs which includes compiling and developing Standard Operating Procedure (SOP) Activities.
- Monitor that policies and decisions of the unit are implemented in a most functional and effective way. Give directions and determine implementation policies of the Unit.
- Identify designated staff responsibilities, authority, and personal performance measurement criteria.
- Implementation of Supply Chain Management and Asset management policies and procedures in the Department.
- Manage the implementation of the standardised inter control measures Administer the BID administration process.
- Compliance to monthly SCM reports. Management of the SCM Database. Management of Contract appointment process.
- Manage the compilation of asset management reports and inventory (stock counts and reports)
- Monthly reporting on irregular expenditure.
- Administer demand management plans

Remuneration: R 57 990,16 per month

Applications consisting of a comprehensive CV, covering letter together with certified copies of matric certificate, tertiary qualifications, Drivers Licence and ID must reach HR Section no later than **12h00 on 26 June 2023**. 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

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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

PM MANQELE
MUNICIPAL MANAGER