



FRANCES BAARD

DISTRICT MUNICIPALITY / DISTRIKSMUNISIPALITEIT
MASEPALA WA SEDIKA / U MASEPALA WE SITHILI

Frances Baard District Municipality is a dynamic equal opportunity employer where goals are achieved through teamwork and the pursuit of excellence in service delivery. The municipality has the following vacancies:

DEPARTMENT: FINANCE
VACANCY: MANAGER SUPPLY CHAIN MANAGEMENT

Ref. no: 18/24

PERMANENT POSITION
TASK 16

Basic salary: R592 596.00 – R769 152.00 (plus benefits: Pension, Medical aid scheme, Group life insurance, motor vehicle allowance, Housing subsidy, 13th cheque)

Requirements: The applicant must be in possession of a bachelor's degree or BTech degree in financial management/accounting/supply chain management/logistics management. A minimum of 4 – 5 years relevant experience on supervisory level in supply chain management. A valid code 8 Drivers' license. Computer Literacy.

Key Performance Areas: Managing procedural applications associated with the procurement, control, utilization/ disposal of goods/ services, by: communicating specific aspects of Supply Chain Management Policy and processes, clarifying understanding and implementation approach, outcomes and performance measures. Aligning information systems, applications, work processes and role boundaries to support functional outcomes related to the stock control, requisitioning, procurement, utilization, etc. Interacting to clarify needs analysis with internal departments and investigating/ assessing impacting variables (costs, commodity availability and lead times, market/ industry trends) against budgetary provisions. Applying appropriate process and bid systems to solicit responses in the form of quotations from suppliers/ vendors or service providers. Administering the evaluation and adjudication outcomes, interacting with Departments to establish conformance with specifications, terms and conditions and related legal aspects during the conclusion of contracts and, informing the immediate superior of non – compliance or conflicting issues requiring remedial action. Applying administrative control procedures with respect to the asset acquisition, identification, verification and, referral for disposal to committees, seeking approval and arranging agreed to mechanisms. Ensure financial and audit procedures regulating procurement are implemented, monitored and complied with, minimising risks to Council. Monitoring the preparation of financial reports, outlining accounting transactions during the period and the status of stock and assets from a financial perspective in terms of cost and value. Checking and verifying inventory receipting, verification, reconciliation and recording procedures and reporting on risk coverage. Scrutinizing transactional documentation (requisition order; Payment Voucher, Goods Received Notes, Trade Creditors invoice, claims), verifying information referring to source documentation, procedures, contractual terms, etc and, forwarding for further processing. Ensure information and/ or transactional activities relating to the function are verified and anomalies rectified supporting compliance with laid down accounting and financial procedures.

Appointments will be made according to the municipality's employment equity policy and affirmative-action practices. The completion of application forms is mandatory, and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by originally certified copies of ID and qualifications not older than 3 months. Applications should be forwarded to the following postal address: THE MUNICIPAL MANAGER, FRANCES BAARD DISTRICT MUNICIPALITY, PRIVATE BAG X6088, KIMBERLEY 8300 or hand delivered to: 51 DRAKENSBERG AVENUE, CARTERS GLEN, KIMBERLEY.

Application forms are available from the municipal office and/or may be downloaded from the municipal website; www.francesbaard.gov.za. Enquiries can be directed to: Mrs. Pulane Matsitse/Mrs. Lesedi Job, Tel: 053-838 0912/911.

Note: Designated groups, including people living with disabilities, are particularly encouraged to apply. FAXED OR EMAILED APPLICATIONS WILL NOT BE CONSIDERED. Successful candidates will be subjected to a compulsory reference and validation checks. The District Municipality reserves the right to make no appointments.

Closing Date: 16 August 2024

MUNICIPAL MANAGER, MS ZM BOGATSU