

169 Main Street  
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Umzimkhulu  
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CORPORATE SERVICES

PROVINCE OF KWAZULU-NATAL  
KZN 435

The uMzintshu municipality an equal opportunity employer requires the services of suitable qualified, skills and experienced candidate for the under mentioned challenging position.

## **ADVERTISEMENT**

### **SENIOR SUPPLY CHAIN OFFICER (PL2)**

**SALARY: 228 531.80 P.A. (car allowance and cell phone allowance)**

### **MINIMUM REQUIREMENTS**

- ND/NQF 6 or Bachelor's degree in Logistics or Supply Chain Management .
- Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed, will be an added advantage.
- 3 years' relevant experience in supply chain at Local Government environment.

### **KNOWLEDGE SKILLS AND COMPETENCE**

- Computer literacy in MS Office Applications with advanced MS Word & Excel
- Knowledge of Munsoft Financial System will be an added advantageous
- Valid Code B driver's license
- Numerical accuracy and attention to detail
- Knowledge of the Municipal Finance Management Act, Supply Chain Management Policies and relevant legislative requirements

- Excellent organizational and administrative skills
- Excellent analytic and problem solving ability
- High level of integrity, responsibility and confidentiality
- Good communication and negotiation skills
- Have ability to give attention to detail and be able to work under pressure
- Willingness to work after normal working hours and during emergencies.

**KEY PERFORMANCE AREAS:**

- Co-Ordinate and control the key performance and result indicators associated with Demand Planning and Forecasting,
- Administration of the registration, vetting & development of suppliers / service providers
- Coordinate the Administration of the Bid Evaluation System
- Administrates and control Vendor Performance for all central procurement up to R30 000
- Review requisitions and orders for approval
- Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality
- Draft reports for submission to SCM Manager.

Applications with comprehensive curriculum vitae, certified copies of educational qualifications must be addressed to:

The Municipal Manager – Mr Z. S SIKHOSANA; Attention: Corporate Services Manager Ms N. N. Nduku UMzimkhulu Municipality; P.O. Box 53; or hand delivered to 169 Main Street; UMzimkhulu; 3297

**CLOSING DATE: 08 NOVEMBER 2018**

Canvassing support from municipal officials and councillors is prohibited and any person found guilty thereof will be disqualified with immediate effect

The uMzimkhulu municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability, people with disabilities are encouraged to apply and state their disability

Enquires can be directed to the Corporate Services Manager. No faxed or E-Mailed applications will be accepted.

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MR Z. S. SIKHOSANA

MUNICIPAL MANAGER