

MOGALAKWENA MUNICIPALITY

hereby invites applications from experienced, qualified, innovative, committed, energetic individuals with vision for appointment to the following positions:

DEPARTMENT OF FINANCE DIVISIONAL HEAD: SUPPLY CHAIN MANAGEMENT

Duties

Reporting directly to the Deputy Manager Finance, the incumbent will perform the following duties:

- Manage supply chain management section
- Manage the budget for the section
- Control fleet management services
- Ensure that database is constantly updated
- Set up effective supply partners and establish mutually beneficial contracts
- Ensure effective distribution and delivery of goods and services
- Compile evaluation reports, agendas and minutes for bid adjudication purposes for all projects approved on the budget
- Perform any other reasonable task.

Requirements:

B. Degree or Diploma in supply chain management / procurement plus compliance with the municipal regulation on minimum competency levels, 2007.

3 years experience in procurement management / administration preferable in local government.

Leadership and management skills, people management, procurement management, demand and strategy planning management & working knowledge of all the applicable legislation. Computer literacy.

Salary: R 278 577, 00 per annum

Benefits which include travel allowance, cell phone allowance, pension fund and medical aid are payable.

DEPARTMENT OF CORPORATE SUPPORT SERVICES CLERK GRADE 2 (Ref.No.4202CO) (BABIRWA)

Duties:

Reporting directly to the support services officer, the incumbent will perform the following duties:

- Provide corporate support services by attending to the rental of office space
- Overseeing maintenance and cleaning of offices
- Attending to other matters relating to corporate services
- Manage all records by keeping record of all queries and follow ups
- Perform any other reasonable task.

Requirements:

Grade 12, be able to read, write and communicate clearly and 2 years relevant experience.

Salary Scale: R 119 284, 00 – R 132 489, 00

OFFICE OF THE MUNICIPAL MANAGER RISK MANAGER

Duties

Reporting directly to the Chief Operations Officer, the incumbent will perform the following duties:

- Develop risk management programs for the municipality
- Develop strategic and operational risk management profiles for the municipality
- Develop risk management process and fraud risk strategy
- Liaison with provincial, local government, internal, external auditors and other structures on risk management
- Coordinate and conduct compliance audit on risk management strategy
- Coordinate and conduct education and awareness on risk management
- Assist senior management to establish and communicate the organization's enterprise risk management (ERM) objective and direction
- Assist management with integrating risk management with the strategy development process
- Assist management to develop and communicate risk management policies, risk appetite and risk limits
- Conduct regular risk assessment across the organization
- Perform any other reasonable tasks.

Requirements:

A Bachelors degree in Accounting or Diploma in Internal Auditing. At least 3 – 5 years experience in a similar position or related field and 1 year in the supervisory position. A valid drivers license and computer literacy will be an added advantage. Knowledge of Acts that governs the municipalities

Salary Scale: R 278 577, 00 per annum

Benefits which include travel allowance, cell phone allowance, pension fund and medical aid are payable.

CLOSING DATE: 31 May 2013

Mogalakwena Municipality is committed to employment equity and applications from designated groups are encouraged.

NB: The language policy of the Council is English

Appointments in the above-mentioned positions will be the competency of the Municipal Manager and no canvassing will be allowed.

Enquiries should be directed to:

Ms. K Bontsi – (015) 491 9634 OR Ms. S S Baloyi – (015) 491 9794

The compulsory Mogalakwena Municipality's application form and certified copies of qualifications should be sent to The Acting Manager: Corporate Support Services, P O Box 34, Mokopane, 0600. If there is insufficient space on the application form, a CV could be attached for additional information.

ONLY CANDIDATES WHO COMPLETE THE APPLICATION FORM IN FULL AND ATTACH CERTIFIED COPIES OF QUALIFICATIONS WILL BE CONSIDERED DURING SHORT LISTING.

PLEASE NOTE THAT FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.

Should you not hear from us two months after the closing date you may assume that your application was unsuccessful. No further correspondence will be entered into with regard to this matter.



The Municipal Manager
S W Kekana
54 Retief Street
Box 34
MOKOPANE
0600

Notice number: 78 /2013
May 2013