

PIXLEY KA SEME
DISTRICT MUNICIPALITY

ADVERTISEMENT

VACANCY

Pixley ka Seme District Municipality, an equal opportunity, affirmative action employer headquartered in De Aar, subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability. Applications are currently invited for the following career opportunity:

ACCOUNTANT: SUPPLY CHAIN MANAGEMENT

REQUIREMENTS

- A National Diploma in Supply Chain Management or Financial Management
- A certificate in Municipal Finance Management Development Programme
- At least three years experience in procurement, supply chain and stores management environment
- Ability to communicate effectively at all levels and liaise with different service providers/suppliers
- Accuracy, analytic and strategic thinking
- Advance computer literacy skills

RESPONSIBILITIES

- Assist with the formulation of policies and give advice on supply chain management;
- Ensure adherence to the Organizational procurement policies and procedures;
- Drawing of procurement specifications;
- Assist and advise tender evaluation committee in preparing tender evaluation submission;
- Managing the tendering process and advise managers in the areas;
- Co-ordinate tender processes and the evaluation thereof;
- Train staff in the application of procurement policies and legislation;
- Investigate complaints received from public regarding bid procedures and irregularities;
- Annual advertisement, invitation and evaluation of potential suppliers to be added onto the procurement database;
- Ensure continuous update and maintenance of procurement database;
- Liaise with relevant stakeholders to address compliance issues;
- Provide secretarial services to both tender evaluation and tender adjudication committees;
- Manage the process to procure goods and services for Council;
- Scrutinise completeness / accuracy / compliance of invoices before process of payment;
- Responsible for the efficiency of the Supply Chain Management Unit; and
- Annual, quarterly and monthly reporting and monitoring requirements'.

BASIC SALARY: (T12) R22 407 – R29 087 per month + fringe benefits

COMMUNITY LIAISON OFFICER

REQUIREMENTS

- Grade 12 plus 10 years local government experience
- Previous experience in council projects, programmes and activities will be an added advantage.
- Excellent communication skills.
- Computer literacy
- A valid driver's license

RESPONSIBILITIES

- Liaise on behalf of council with all stakeholders.
- Ensure community participation in all council's programmes.
- Regular visits to Council-initiated projects/programmes.
- Regular report-back to Council on District activities and other related aspects.

- Accompany Executive Mayor/Mayoral Committee/Municipal Manager to community events.
- Arrange visits/meetings on behalf of council within District.
- Taking minutes of District Meetings/Events.
- Assist in organizing District events.
- Co-ordinates the delivery of Community Social Services plans and programmes associated with Women, Gender and Disability through the execution of procedural and administrative requirements.
- Interacting with community based structures to facilitate alignment of needs and priorities.
- Creating awareness and encouraging participation.
- Attending to arrangements in respect of specific events/programmes in accordance with budgetary allocations in order to ensure social upliftment and development objectives are accomplished.
- Co-ordinates applications and procedures related to support, education and awareness within the organization and broader community on infections and diseases impacting on the quality of life through communication and organization of training.
- Monitoring of projects, counselling and referring affected individuals and orphans for specialist social and health assistance
- Attending to committee secretarial and functional administrative recording and reporting requirements.

Note: The job requires travelling in the region.

BASIC SALARY: (T9) R14 280 - R18 535 + fringe benefits

ENQUIRIES: Mr. SB Ntamehlo, Telephone number 053-6310891.

Letters of application, accompanied by a full CV and certified copies of qualifications, certificates, ID and valid drivers licence must be forwarded to the Municipal Manager, Pixley ka Seme District Municipality, Private Bag X1012, DE AAR 7000

Fraudulent qualifications or documentation, including driver's licences, will immediately disqualify any applicant.

Pixley ka Seme District Municipality has a firm commitment to the advancement of the previously disadvantaged, including women and the disabled.

Canvassing will immediately disqualify candidates from appointment.

If no notification regarding this advertisement has been received within two months of the closing date, please assume that the application was unsuccessful.

Correspondence will be limited to short listed candidates.

The Municipality reserves the right not to make any appointment.

NB: In terms of our Employment Equity Plan disabled people are encourage to apply for the positions.

Note: No faxed or e-mail applications will be considered.

Closing date: 26 May 2017



RE Pieterse
Municipal Manager
Pixley ka Seme
District Municipality
Private Bag X1012
De Aar , 7000