

**Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following position:**

**BUDGET AND TREASURY OFFICE DEPARTMENT**

**SCM PRACTITIONER**

**Salary Scale: R209 953.65 – R272 544.70 Per Annum**

Applicable benefits: Medical Aid, pension, 13<sup>th</sup> cheque, home owner's allowance

**Minimum Requirements**

- Grade 12 Certificate
- Bachelor's Degree or National Diploma in Accounting/ Municipal Finance or Supply Chain Management
- At least 3 years hands-on experience in a Municipal Supply Chain Management environment
- Certificate Programme in Management Development for Municipal Finance (CPMD) will be an added advantage
- Knowledge of the MFMA
- Knowledge of the interpretation and compilation of management reports
- Knowledge of computer based information systems e.g MS Excel, MS Word, MS PowerPoint
- Knowledge of SAMRAS will be an added advantage
- Problem-Solving and analytical skills
- Good verbal and written communication skills
- Valid Code B Driver's licence

**Key Performance Areas**

- Co-ordinate and control the SCM processes and align procedures systems and controls.
- Ensure that items delivered by Service Providers match specifications before accepting them.
- Control stock and maintain records thereof.
- Support and contribute to fair, equitable, transparent and cost effective procurement practices that are consistent with policies and the laid down requirements contained in legislative frameworks.
- Serve on bid committees.

**A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificates and Identity Document, must be forwarded to: The Municipal Manager, P. O. Box 132, and IXOPO 3276 by not later 16h30 on Thursday, 16 March 2017. Faxed applications will not be accepted. If you do not hear from Council within 30 days of the closing date, please consider your application as unsuccessful. All enquiries should be directed to the HR Officer, Ms B Nondabula at (039) 834-7700.**

**Council reserves the right not to make any appointments into the abovementioned position.**

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**GM SINEKE  
MUNICIPAL MANAGER**