



ADVERTISEMENT

**MANAGER: DEMAND MANAGEMENT
TASK GRADE 18 OF CATEGORY 2 LOCAL AUTHORITY
NOTICE NO: 159 /2018
REMUNERATION: R637 729– R827 842 PER ANNUM**

Applications are invited from all **suitably qualified candidates** for the above-mentioned permanent position in the Demand Management Section within the Budget and Treasury Office.

REQUIREMENTS:

- B Degree in Commerce or Financial Management or Public Finance Management
- MFMP/ CPMD will be an added advantage
- 5 years related experience 2 of which should be in a management level
- Knowledge of SCM legislative framework
- Computer Literacy
- Must have good people management skills
- Must have good communication skills
- Code B driver's license
- Must have a clean criminal record and sober habits
- Must be prepared to work overtime

KEY PERFORMANCE AREAS

- Identify and define immediate and short term objectives/plans associated with the Demand Management function of the Municipality;

- Drive the development and implementation of specific policies, procedures, systems and controls associated with key functional areas embodied in the Demand Management section;
- Drive the development and implementation of the Procurement Plan of the Municipality;
- Manage and control activities on tender specifications;
- Manage the advertisement and receipt of tender/bid from interested bidders, reports from the Departments and oversees the compilation of the Bid Committee Agendas for consideration by the various SCM Committees;
- Manage the compilation of Service Provider database of Professional Service Providers General Service Providers and Contractors for the entire Municipality;
- Promote and implement Black Economic Empowerment Programmes and provides advice to suppliers/ service providers and tenderers on the procurement and tendering process;
- Identify and manage procurement risks;
- Compile Statutory reports in terms of the MFMA and the Supply Chain Management Regulations;
- Oversee sequences and activities related to payroll;
- Manage and control activities associated with management and disposal of all Municipal assets;
- Manage stakeholder relationships, information dissemination and reporting
- Management of staff in the SCM Section; and
- General administration and reporting.

Benefits: Medical Aid, Pension, Housing Subsidy and 13th Cheque.

The closing date for submission of applications is 21 September 2018 and no late, emailed and faxed applications will be accepted. Application packs must reach us by 12noon.

Please note:

- Any individual who wishes to apply for this position **must** complete and submit the Senqu Local Municipality application form obtainable from our website www.senqu.gov.za, together with a comprehensive Curriculum Vitae, certified copies of qualifications, ID and drivers licence. An application pack which contains all the above mentioned documents must be submitted to the under mentioned address.
- This Council subscribes to the policies of Affirmative Action and Employment Equity and appointment will be made with these policy considerations.
- Appointment will be subject to appropriate credit checks, reference and qualification checks in line with Council policy.
- Canvassing and/or lobbying of Councillors and officials will not be accepted and non-compliance thereof shall immediately disqualify an applicant.

- Should you not receive communication from us within thirty (30) days after the closing date of this advertisement, please consider your application to be unsuccessful.
- Successful candidates will be expected to sign a Performance Agreement and to disclose financial interests.
- Please note that Council reserves the right not to fill the position.

All enquiries must be directed to the HR, LR and Legal Services Manager, Ms Z Koyana via koyanaz@senqu.gov.za – or on telephone 051 603 1300/2313 during working hours.

**M.M. YAWA
MUNICIPAL MANAGER
19 Murray Street
Private Bag X 03
Lady Grey
9755**

**FILE NO: 4/3/2/1/1
28/08/2018**