



ADVERTISEMENT

MANAGER: DEMAND MANAGEMENT TASK GRADE 18 OF CATEGORY 2 LOCAL AUTHORITY

NOTICE NO: 142 /2019

**REMUNERATION: R679 181– R881 651 PER ANNUM (excluding Council 's
benefits)**

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:

- Grade 12 plus B Degree in Commerce or Financial Management or Public Finance Management.
- 5 years' experience of which 3 years should be in a management level in the Government SCM environment.
- Computer literacy
- Knowledge of SCM legislative framework
- Valid Driving License (Code B)
- Certificate in Municipal Finance Management (MFMP) in line with minimum prescribed unit standard requirements as per Notice no R493 in Government Gazette 29967 of 15 June 2007. Applicants who have not attained the aforesaid competencies will be expected to attain them within the timeframes specified in Notice no 1146, Government *Gazette* 41996 of 26 October 2018.
- Required to work under pressure.

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;
- Manage 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.

KEY COMPETENCIES REQUIRED

- Proven research ability, good analytical skills and facilitation skills
- Sound knowledge of Local Government Legislation
- Excellent administrative and coordination skills.
- Ability to communicate effectively with all key stakeholders
- Ability to grasp strategic planning, management concepts and administrative systems

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

Any individual wishes to apply must submit a completed Senqu Municipality application form, his/her Curriculum Vitae and attach his/her ID copy as well as certified copies of qualifications to the under mentioned address not later than 07 February 2020 ,12h00 noon.




NB no late, E-mailed and faxed applications will be considered

This Council subscribes to the policies of affirmative action and employment equity plan. If you do not hear from us within thirty (30) days after the closing date please consider your application unsuccessful. Please further note this Council reserve a right not to appoint.

Senqu Local Municipality
Private Bag X03
Lady Grey
9755

All enquiries should be directed to Ms Z Koyana on koyanaz@senqu.gov.za - telephone 051 603 1300/1466 during working hours.



MIM Yawa
MUNICIPAL MANAGER
FILE NO: 4/3/2/1/1
14/01/2020