



ADVERT

MANAGER: DEMAND MANAGEMENT

BUDGET AND TREASURY DIRECTORATE

NOTICE NO: 117/ 2022

Senqu Local Municipality, a category 2 municipality that incorporates Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw and the environs invites applications from all suitably qualified candidates for the position mentioned above.

*Remuneration: TASK GRADE 18 OF CATERGORY 2 LOCAL AUTHORITY
R 783 484.00 – R 1 017 049.00 PER ANNUM (excluding Council 's benefits) and the successful individual will be also be required to enter into a performance agreement*

JOB PURPOSE:

Manages key performance areas and results indicators associated with demand management, asset management, payroll administration and payment of third parties.

MINIMUM ESSENTIAL REQUIREMENTS AND EXPERIENCE

- Grade 12 plus B Degree in Commerce or Financial Management or Public Finance Management;
- Computer literacy;
- Five (5) years' experience in the related field, three (3) of which is at a supervisory level;
- Certificate in Municipal Finance Management (MFMP) or Certificate Programme in Management Development for Municipal Finance (CPMD) in line with minimum

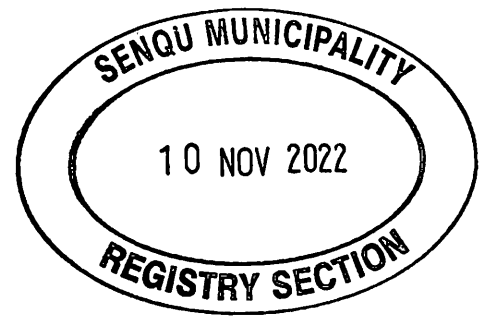
competency requirements as per Notice no R493 in Government Gazette 29967 of 15 June 2007 will be an added advantage; and

- Code B Driver's license.

KEY PERFORMANCE AREAS

- Identify and define immediate and short-term objectives/plans associated with the Demand Management function of the Municipality;
- Aligning Section 's operating capacity and capability with the Municipal objectives, providing leadership and direction to the Section function and evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the departments Business and Strategic Plans;
- Giving inputs into the Sectional Budget and managing the implementation of financial controls/ procedures and provides information to support financial planning;
- Controlling the development and implementation of specific policies, procedures, systems and controls associated with key functional areas embodied in the Demand Management section;
- Controlling the development and implementation of the Procurement Plan of the Municipality;
- Managing and controlling key deliverables on tender specifications;
- Managing 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;
- Managing the compilation of Service Provider database of Professional Service Providers, General Service Providers and Contractors for the entire Municipality;
- Promoting and implementing Black Economic Empowerment Programmes and provides advice to suppliers/ service providers and tenderers on the procurement and tendering process;
- Identifying and managing procurement risks;
- Compiling Statutory reports in terms of the MFMA and the Supply Chain Management Regulations;
- Managing sequences and activities related to payroll and payment of third parties;
- Managing and controlling activities associated with management and disposal of all Municipal assets; and
- Managing stakeholder relationships, information dissemination and reporting.





KEY COMPETENCIES REQUIRED FROM APPLICANTS

- Ability through a proven track record to craft and successfully execute departmental plans in line with the objectives of the broader organization;
- Proven attributes of integrity, honesty, maturity, courtesy, transparency and commitment to ensure progressive democratic and accountable governance that delivers sustainable and efficient services;
- Ability to effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives;
- Ability to maintain the high-quality standards while achieving desired outcomes and results;
- Ability to communicate and negotiate at all levels and with all stakeholders in government, civil society and in corporate; and
- Ability to lead and successfully implement projects and programmes.

APPLICABLE BENEFITS

- Medical Aid, Pension, Housing Subsidy, 13th Cheque and travel allowance.

The closing date for submission of applications is Friday 09 December 2022 no late, emailed and faxed applications will be accepted. Application packs must reach us by 12 noon.

APPLICATION PROCESS

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 driver's license. 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 reference and qualification checks as well as security vetting.

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.

A successful candidate will be expected to sign a Performance Agreement.

Please note that Council reserves the right not to fill the position.

CONTACT PERSON

All enquiries should be directed to the Director Corporate Services on -
telephone 051 603 1300/1316 *during working hours* or
koyanaz@senqu.gov.za

MR M.M YAWA
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FILE NO: 4/3/2/1/2
10/11/2022

