SENQU
MUNICIPALITY

SENQU MUNICIPALITY
180 MAY 2023
REGISTRY SECTION

CORPORATE SERVICES
Tel 051 603 2313
Email: koyanaz@senqu.gov.za
19 Murray Street
Private Bag X03
Lady Grey
9755
www.senqu.gov.za

*"A Leading Rural Municipality with a viable and modern Economy"*

**MANAGER: DEMAND MANAGEMENT**

**NOTICE NO: 20/2023**

**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:

The Manager: Demand Management will be responsible for Planning, Leading and Managing key performance areas and results indicators associated with Demand Management, Payroll Administration and payment of third parties.

## MINIMUM ESSENTIAL REQUIREMENTS AND EXPERIENCE

- Grade 12, B Degree in Commerce/Financial Management/Public Finance Management
- Computer literacy
- Five (5) years' relevant experience, three (3) of which is at a supervisory level.
- Code B Driver's license
- High levels of confidentiality required

## KEY PERFORMANCE AREAS

- Identifying and defines the immediate and short-term objectives/plans associated with the Demand Management function;
- Leading the development and implementation of specific policies, procedures, systems and controls associated with key functional areas embodied in the section;
- Formulating and conducting total needs assessment of the municipality;
- Managing and controlling activities on tender specifications;

- Managing and controlling all activities or processes leading to the advertisement and awarding of tender/bid;
- Managing the development of the Municipality Service Provider Database;
- Managing promotion of Black Economic Empowerment Programmes;
- Identifies possible procurement risks;
- Formulating Statutory reports in line with MFMA and the Supply Chain Management Regulations;
- Overseeing all sequences and activities associated related to payroll;
- Managing and controlling activities associated with management and disposal of all Municipal assets;
- Controlling all steps within the areas of responsibility;
- Managing stakeholder relationships, information dissemination and reporting; and
- Directing and controlling the Key Performance Indicator's and outcomes of personnel within the Section.

**APPLICABLE BENEFITS**

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

**The closing date for submission of applications is Friday, 09 June 2023. 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.

SENQU MUNICIPALITY
10 MAY 2023
REGISTRY SECTION

**CONTACT PERSON**

**All enquiries should be directed to the Manager Human Resources *on* - telephone 051 603 1300/1466 *during working hours* or nelanin@senqu.gov.za**

**MRS. N. NYEZI**
**ACTING MUNICIPAL MANAGER**
**SENQU LOCAL MUNICIPALITY**
**Private Bag X03**
**Lady Grey**
**9755**

**FILE NO: 4/3/2/1/2**
**29/03/2023**

SENQU MUNICIPALITY
30 MAY 2023
REGISTRY SECTION