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Better District, Better Life and Growth for all.

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Alfred Nzo Development Agency SOC Ltd
Reg nr: 2006/009993/00

EXTERNAL RE-ADVERTISEMENT
VACANT POSITION
NOTICE NO. 16/2018/2019

Applications are hereby invited from suitably qualified persons for the following position:

FINANCE DEPARTMENT

SCM MANAGER
FIVE YEAR FIXED TERM CONTRACT
ALL INCLUSIVE TOTAL REMUNERATION PACKAGE: R634 760

**THE INCUMBENT WILL BE REPORTING TO THE CHIEF FINANCIAL OFFICER
STATIONED PLACE: MOUNT AYLIFF**

JOB PURPOSE: Coordinate and controls the Supply Chain Management processes, aligning procedures, systems and controls, executing applications to address identification, acquisition or disposal of items, monitoring the stock control applications and maintaining records of outcomes, supporting and contributing to fair, equitable, transparent and cost effective procurement practice that is consistent with policies and laid down requirements encapsulated in legislative frameworks. The incumbent will be required to sign an employment contract, a performance agreement and disclosure of financial interest.

KEY REQUIREMENTS:

- Grade 12 • A Diploma in fields of Accounting, Finance or Supply Chain Management or related field equivalent to NQF Level 6
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 (SAQA Qualification ID 48965)
- Minimum of five (05) years proven experience in local government of which at least two (02) years must be at Middle Management Level in finance preferable in local governance environment and at least three (3) years at any level in a role related to the position of the official
- A minimum of two (02) years' experience in Supply Chain Management in Local Governance environment
- Ability to communicate and negotiable at all levels of government and with all relevant stakeholders
- Ability to prove strategic, visionary and innovative leadership •Must be registered or be in a process of registration with a professional body
- Extensive knowledge of Performance Management Systems in a local government environment • Computer literacy covering all applications
- A valid driver's license.

KEY PERFORMANCE AREAS:

Overall management of the Supply Chain Management Unit • Procedures, systems and controls • Co-ordinates the implementation of functional procedures, systems and controls associated with the key performance areas and result indicators of the functionality by communicating specific aspects of Supply Chain Management Policy and processes, clarify understanding and implementation approach, outcomes and performance measures • Supervision and Control • Coordinates and controls task/activities associated with controlling personnel performance productivity and discipline • Demand analyses • Executes applications with respect to establishing the requirements against available resources • Acquisition, appointments, contractual agreements and disposal • Executes applications associated with acquisition and appointment process by applying appropriate processes and bid systems responses in the form of quotations from suppliers / vendors or service providers • Relationship management • Maintains relationships with service providers and contractors by participating in meetings and providing information on specific supply chain processes and procedures • Registers, records and reporting • Attends to specific administrative recording and reporting requirements by preparing reports related to specific analyses or investigations, submitting to the Chief Financial Officer for approval and forwarding to the respective committees.

KEY COMPETENCY SKILLS:

Knowledge of municipal applicable legislations • Reasonable understanding of linkage between IDP and Corporate Plan • Budgeting, Reporting and Annual Planning context in Municipal Context • Extensive knowledge of MFMA, applicable Municipal Legislation and Companies Act • Strong Supervisory skills and interpersonal skills • Good report skills • Communication skills

Closing date: Monday, 21st June 2019.

Please note: Applicants must submit an Application Letter, a comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license where applicable. Applications should be forwarded to the Corporate Services Department, Alfred Nzo Development Agency, Umzimvubu Goats Complex, Hospital Road or Private Bag X 511, Mount Ayliff, 4735.

HAND DELIVERY- Alfred Nzo Development Agency, Hospital Road, Mount Ayliff 4735. Appointment will be subject to appropriate security clearance, a competency as well as reference and qualification checks. If applicants receive no notification within one month from the closing date, please assume that your application was unsuccessful.

Applicants who previously applied for the position are encouraged to re-apply.

The agency reserves the right not to fill the position. **LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED.** All enquiries should be directed to Ms. S. Jijana Corporate Services: HR Practitioner by telephone at (039) 492 0011 or jijanas@anda.org.za / sinazojijana12@gmail.com.

MS M.N BAMBENI
ACTING CHIEF EXECUTIVE OFFICER
