

JOE GQABI DISTRICT MUNICIPALITY

NOTICE NO. 15/2024

The Joe Gqabi District Municipality is a Category 4 Municipality, with its seat in Barkly East and covers the area of Walter Sisulu (Burgersdorp, Steynsburg and Venterstad, Maletswai and James Calata), Senqu (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and Elundini (Ugie, Nqanqarhu, Tlokoeng and the rural part of Tsolo and Qumbu).

Applications from suitably qualified candidates are invited for the following position:

MANAGER: SUPPLY CHAIN MANAGEMENT- (5 YEAR FIXED TERM CONTRACT)

REMUNERATION

An all – inclusive remuneration package which is negotiable is on offer.

REQUIREMENTS:

- Grade 12
- Bachelor's degree in Supply Chain Management or relevant equivalent qualifications is required.
- At least (5) years management experience.
- At least (5) years working experience within Supply chain environment.
- A National Treasury Minimum Competency Requirements Certificate (CPMD) will be an added advantage.
- A valid driver's licence (minimum drivers licence Code B).

CORE COMPETENCIES

- Developing and review supply chain management strategies aligned with organizational goals.
- Evaluating and align current practices with global trends and legislative frameworks.
- Planning and implement comprehensive municipal procurement plans.
- Addressing audit queries in compliance with the department's action plan.
- Directing needs analysis for policy development and review.
- Ensuring compliance with legislative requirements and align policies with best practices.
- Overseeing the implementation of approved policies, procedures, systems, and controls.
- Defining key performance indicators and role boundaries for division personnel.
- Managing performance through goal setting, training, and continuous improvement.
- Monitoring attendance, overtime, leaves, and address workplace conflicts.

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- Leading demand management programs to ensure timely and cost-effective resource acquisition.
- Overseeing the implementation of the municipal procurement plan and compliance with guidelines.
- Directing and manage Supply Chain Management Committees for effective decision-making.
- Promoting SMME, BBBEE, and job creation initiatives.
- Designing templates for contracts and SLAs, ensuring compliance.
- Monitoring and report service provider performance, implementing improvement mechanisms.
- Managing administrative tasks, including the maintenance of procurement registers.
- Formulating and submit reports on the implementation of supply chain management policies.
- Ensuring adherence to municipal policies and statutory regulations.
- Any other duty as reasonably delegated by management and as contained in the relevant job description for this position.

Kindly submit a detailed CV together with a prescribed application form and relevant valid certificates and documents to the attention of the Manager: Human Resources or alternatively electronically apply via e-mail on recruitment@jgdm.gov.za. No faxed or late applications will be accepted. Canvassing and/or lobbying of a Councilor and officials will not be accepted and non-compliance thereof shall immediately disqualify any applicant.

Please note that non-completion of the official Joe Gqabi District Municipality Application for Employment Form will immediately disqualify any applicant. The Senior Management Application Form and the Z83 application form will also not be accepted. The relevant form is obtainable from the Human Resources Section at the Barkly East Offices of the Joe Gqabi District Municipality and can also be downloaded from <http://www.jgdm.gov.za/>.

Should you not receive any response within two (2) months after the closing date, please accept that your application was unsuccessful. Applications to be sent to or handed in at the address below:

ATTENTION: MANAGER: HUMAN RESOURCES AND LABOUR RELATIONS

MR M.P NONJOLA
Municipal Manager
Joe Gqabi District Municipality
Cnr Cole and Graham Street
Private Bag X102
BARKLY EAST
9786

ENQUIRIES: THEMBISA TOTO

Tel No: (045) 979 3039
File No: 4/6/3/8

CLOSING DATE: 23 FEBRUARY 2024



A handwritten signature in black ink, consisting of a large, stylized loop at the top and a horizontal line below it. Below the signature, the word "Approved" is written in a cursive script, followed by the date "2024/01/25" also in cursive.