

# NGWATHE MUNICIPALITY

## RE-ADVERTISEMENT

A well-established local municipality of integrity and a leader of best practices, Ngwathe Local Municipality is a high performance organisation, gearing itself to a World-Class Municipality, which offers challenges and opportunities to all levels.

Ngwathe Local municipality is an equal opportunity employer. The Municipality invites applications from people with the necessary qualifications and experience to serve as Members of the Audit Committee.

### AUDIT COMMITTEE MEMBERS

Remuneration will be in accordance with the National Treasury guidelines, plus reimbursement for travelling costs.

#### Requirements:

- Applicants should preferably have an accounting/auditing, legal and/or engineering qualification.
- Sound knowledge of the current challenges facing Municipalities.
- Strong leadership, analytical and good communication skills.
- Should be independent.
- Related audit experience.
- Exposure to knowledge of internal auditing and/or an accounting environment is not a prerequisite but would be an added advantage.
- Knowledge of performance management would be an advantage.

#### Duties:

As an advisory committee to Council, the Accounting Officer and the management staff of the Municipality, the Audit Committee will advice on matters relating to the following:

- Internal Auditing control at internal audit.
- Risk Management.
- Accounting policies.
- The adequacy, reliability and accuracy of financial reporting and information.
- Performance management.
- Effective governance.
- Compliance with Local: Municipal Finance Management Act, the Annual Division of Revenue Act and other applicable legislation.
- Performance evaluation.

**The appointment of the Audit Committee members will be supported by written Terms of Reference and contract.**

**Enquiries: Mr ET Martins: Tel 056 816 2700**

The application should be accompanied by an updated and comprehensive CV as well as recently (not older than 3 months) certified copies of all qualifications and identity documents. Incomplete applications or those received after the closing date, will not be considered. Due to the large number of applications anticipated, correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application has been unsuccessful.

**We thank you for your interest shown in our Municipality.**

- Please forward your application with curriculum vitae and original certified copies of qualifications to:

**The Municipal Manager**  
(Adv T Mokoena)  
PO Box 359  
PARYS  
9585

OR

**Submit it to the Municipal Offices situated at Liebenbergstrek.**

- No faxed e-mailed applications will be considered.

**Ngwathe Municipality is an equal opportunity employer. The Municipality invites applications from people with the necessary qualifications and experience for the following position:**

**MANAGER: SUPPLY CHAIN MANAGEMENT**  
(Notice no 6/2012)

**REMUNERATION: JOB LEVEL 0**

#### Minimum Requirements:

- National higher diploma in Supply Chain Management or equivalent.
- 3 to 5 years' relevant experience in supply chain management.
- Computer literacy in MS applications.
- Ability to communicate with various diverse stakeholders to determine customer needs and requirements.
- Ability to work independently and under pressure.
- Valid driver's licence.
- Strong negotiation and interpersonal skills.
- Extensive knowledge of procurement methods in line with supply chain management.

#### Key Performance Areas:

1. Co-ordinate the implementation of functionality systems, controls and procedures.
2. Execute applications necessary in establishing requirements against available resources.
3. Execute applications associated with acquisitioning and appointment processes.
4. Manage and maintain relationships with service providers/vendors and contractors.
5. Attend to specific administrative recording and reporting requirements.
6. Co-ordinate and control tasks/activities associated with controlling personnel performance, productivity and discipline.
7. Provide practical training and guidance to management on procedures and applications associated with specific SCM processes.
8. Represent the employer in the relevant National, Provincial, District and Local forums.
9. Ensure proper and accurate maintenance of supplier database.
10. Monitor and oversee all matters related to tender and contract administration.
11. Ensure execution of all procurement policies and procedures in respect of supply chain management policy, MFMA and all other relevant legislation.
12. Conduct value analysis studies by reporting on market trends and industry standards in order to recommend specifications.
13. Assessing the quality and reliability of products, service delivery and suppliers.
14. Manage and execute the purchase order processes and follow up on purchase orders to ensure timely delivery of goods and services.
15. Co-ordinate and submit comprehensive SCM monthly reports to the CFO.

**NB: Faxed applications will not be considered.**

Council reserves the right to place and move candidates anywhere within the municipality. The Municipality reserves the right not to appoint any applicant to this position. Successful candidate will undertake an oath of secrecy and appointment is subjected to appropriate reference and security clearance.

**Please forward your application with curriculum vitae and originally certified copies of qualifications to Director Corporate Services, at Municipal Offices situated at Liebenbergstrek, PO Box 359, Parys 9585. Tel. 056 811 2131**

**CLOSING DATE: 19 October 2012**

**If you have not heard from us after 3 months of the closing date, please accept that your application was not successful.**

**ADV T MOKOENA**  
**MUNICIPAL MANAGER**