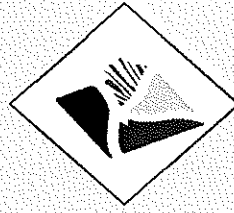


VACANCY VAKATURE



KANNALAND
MUNICIPALITEIT | MUNICIPALITY

INTERNAL AND EXTERNAL CIRCULATION

(DIRECTORATE: FINANCIAL SERVICES)

SUPPLY CHAIN MANAGER

REFERENCE 18/2024

PERMANENT APPOINTMENT

Salary : R 526 241.4 – R 683 077.8 per annum (T15)
Additional benefits : Medical aid (optional), Pension, Housing allowance (qualifying requirements), 13th cheque

REQUIREMENTS

(Related proof / documentation must accompany application)

- 8 years or more relevant experience in Local Government,
- at least 2 years' supervisory experience in SCM Unit,
- Management of SCM information or having gained specialist experience in a SCM discipline.
- A relevant 3-year Tertiary qualification, preferable in Commerce/SCM/Logistics/Procurement, and
- Certificate in Municipal Finance Management will be an added advantage
- Computer literacy: MS Office

REQUIRED COMPETENCE

Key Professional Competencies	Functional Competencies	Public Service Orientation	Personal Competencies	Leadership Competencies
<ul style="list-style-type: none"> • Demonstrate competencies from level 1 to 3; • Demonstrate effective oral presentation skills for the complex and sensitive topics and issues; • Effectively and appropriately communicate/ advocate financial matters orally on complex and sensitive matters within the municipality and • Complete presentation to management and clients • Develops reporting templates, process and guidelines - mentoring and guiding previous levels; • Prepares considered, high quality written communications including correspondence and reports to committees; and • Prepare and/ or review reports to committees; ensuring clear and concise communication to appropriate parties. • Contributes to shaping the municipality and local government specific goals and priorities; • Knowledge of the municipality's functional directorates/departments and understands strategic, integration across these; and • In depth knowledge of the municipality's challenges in delivering municipal services • Knowledge of the municipality's functional directorates / departments and understands 	<ul style="list-style-type: none"> • Reviews and updates policies to align with prevailing legislation, norms and standards and community dynamics; • Prepares standard documents for presentation to bid committees; • Responds and reports on queries from internal audit and auditor general management letter items; and • Quality controls the tenders in terms of process, systems and professional conduct of practitioners. • Manages, reviews and analyzes SCM information and conclusions; • Drafts / Reviews reports and conclude on results obtained; • Maintains various electronic packages and systems required for SCM management • Manages multidisciplinary projects and programmes; • Manages the project requirements of highly complex capital budget based projects / programmes; 	<ul style="list-style-type: none"> • Able to be both direct and forthright as well as diplomatic and tactful; • Demonstrates the patience to hear people out and accurately restate their opinions, even when not agreement; and • Aware of to how people and municipalities function. Develops communications geared for various audiences; • Able to read situations and interest positions and to respond appropriately; • Communicates sensitive or controversial information effectively; • Communicates effectively at senior levels; • Handles sensitive one-on-one discussions effectively; and • Uses language and style to capture the attention of the audience. • Speaks effectively on service delivery matters to stakeholders. 	<ul style="list-style-type: none"> • Creates an action oriented culture that supports the department in achieving its goals; • Holds superintendents accountable for their units performance and institutes the appropriate interventions; and • Sets challenging goals for the operational unit. • Proactively searches the broader organisational environment to detect situations which might cause setbacks or failures. • Promotes transparent and accountable municipal administration 	<ul style="list-style-type: none"> • Motivates and inspires others; • Establishes support and projects authority and credibility; and • Uses influence to achieve objectives. • Builds team spirit and cohesion across function boundaries in the respective departments; • Encourages team approach to problem solving; • Recognises and respects the value of diverse views; and • Draws on diverse backgrounds, skills and knowledge of team members. • Able to translate Directorates goals into objectives for the unit and gains commitment for these goals from his team; • Provides a clear sense of purpose and focuses on successful completion of objectives; • Mentors by investing adequate time and effort in counselling and coaching subordinates

<p>strategic integration across these; and</p> <ul style="list-style-type: none"> • In-depth knowledge of the municipality's challenges in delivering municipal services. • Probes deeply and considers consequences and risks attached to actions and the impact of solutions; and • Is intuitive, has an understanding of symptoms and is able to diagnose potential problems before they occur. 	<ul style="list-style-type: none"> • Ensures stakeholder communication; • Prioritises multiple resources to meet competing deadlines; • Finalises project concept and feasibility in terms of demand planning; and • Manages, co-ordinates and integrates processes within the project scope, time, cost and quality parameters. 			<p>and subordinate leaders;</p> <ul style="list-style-type: none"> • Actively involved in the retention and development of talent within the municipality; • Understands organizational needs and formulates and implements development plans, outlining specific performance measures;
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KEY PERFORMANCE AREAS

- Coordinate, control and apply logistics and disposal management practices and administer and perform contract and tender administration, compliance and performance
- Give direct and indirect supervision and instructions to subordinates
- Developing standards for performance or instructing reporting staff to do so in order to ensure standardisation of performance levels and operations
- Ensuring that employees are familiar with performance standards by ensuring training is provided in terms of activities and standards
- Analysing trends and compiling inputs for inclusion into the budget of the Branch outlining expenditure and income forecasts.
- Interpreting legislation and related influential factors/requirements in the Supply Chain Management environment requiring consideration in respect of aligning functions and processes
- Keeping abreast with financial developments and legislation (Municipal Finance Management Act, Preferential Procurement Policy Framework Act, Construction Industry Development Board Act, Municipal Supply Chain Management Regulations, Preferential Procurement Regulations, National and Provincial Treasury directives, etc.) by conducting searches into best practices with a view to alignment with internal processes and standing operating procedures.
- Defining/adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements and statutory financial regulations referring to good and accountable financial management and governance
- Analysing activities, information in terms of service delivery and needs of internal customers and other statistics and perform physical observation and inspections in order to identify trends and need for new or revised services
- Reviewing and re-determining standards for procurement and stores policies
- Provide inputs regarding policy implementation issues to supervisor
- Advise user Departments on Procurement processes as per SCM regulations
- Serve on SCM Committees
- Procurement of high value commodities
- Procures council's electric cable when required

ENQUIRIES: ROSLYN SAPTOE (028) 551 8000

Applicants must submit a formal application form and a comprehensive CV, certified copies of qualifications, identity document and driver's licence. Applications must be submitted electronically preferably as one PDF document to hrapplications@kannaland.gov.za. Application forms can be obtained from the Municipal website at www.kannaland.gov.za and must reach the Human Resources section on or before 25 April 2024 at 12:00. Applicants must clearly state the reference number and position in the subject line of the email.

Only electronic applications will be received.

Applicants residing in the Kannaland area will receive preference.

Disqualification:

Please note that the following will result in disqualification:

1. Non-submission of copies of academic qualifications/records.
2. Canvassing with Councillors.
3. Submission of fraudulent qualifications and/or documents.

NB: Please note that shortlisted candidates will be subjected to a selection process. By applying for this position, candidates consent to background checks being conducted.

The Municipality reserves the right not to make an appointment.

If you do not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Kannaland Municipality is an equal opportunity employer that endorses the principle of affirmative action and employment equity. Preference will be given to applicants from the designated/underrepresented groups.

CLOSING DATE: 25/04/2024

**ADV D SEREO
ACTING MUNICIPAL MANAGER**