



# THEMBELIHLE

*Incorporating the towns of Strydenburg and Hopetown  
Northern Cape Province, Republic of South Africa*

**LOCAL MUNICIPALITY  
PLAASLIKE MUNISIPALITEIT  
U-MASIPALA WASEKUHALENI**

✉ Private bag X3 HOPETOWN 8750  
Church Street HOPETOWN 8750  
☎ (053) 203 0005/8/442  
Fax (053) 203 0490  
[www.thembelihlemunicipality.gov.za](http://www.thembelihlemunicipality.gov.za)

Thembelihle Municipality (NC 076) is an equal opportunity, affirmative action employer, is awaiting the applications for the following position. We encourage disabled persons to apply.

## **VACANCY: ACCOUNTANT SUPPLY CHAIN MANAGEMENT AND ASSETS (SCM & ASSETS)**

### **REQUIREMENTS**

- National Diploma in SCM, Accounting, Economics, Cost Management or equivalent qualification
- Relevant 3 years hands on experience in financial computer systems
- Driver's License
- Advanced computer literacy
- Must have obtained or be pursuing the Competency Levels qualifications (CPMD, MFMP) as prescribed by Municipal Minimum Competency Regulations 2007. Understanding and Knowledge of financial computer systems
- A fair understanding of Municipal Finance Management Act (MFMA) & Treasury regulations and all applicable legislation, procedures & processes pertaining to Local Government finance
- Ability to communicate in at least two of the official languages of the Northern Cape
- Good interpersonal and communication skills
- Good Administrative and numerical skills
- Ability to work independently, under pressure and meet deadlines

### **KEY PERFORMING AREAS**

- Manage and establish an effective Demand Management System for the Municipality.
- Management of acquisition
- Ensure compliance with supply chain management regulations and council policies
- Manage communication between supply chain unit and other departments
- Manage risk control within supply chain unit. Budget maintenance and control.
- Manage and control supplier's database and regulate requisition for quotes.
- Develop, Drafts, formulate and review policies, procedures, manuals and procedure management reports related to SCM.
- Manage, monitor, recommend and keep record of procurement of goods and services.
- Promote, recommend and implement SMME and BEE and job creation strategies and programme and compile reports.
- Assist the CFO with Budget compilation, control and monitoring.
- Manage and supervise the staff
- Monitor and reporting on the extent of compliance with the approved Supply Chain Management Policy
- Communicating with the Chief Financial Officer on specific aspects of Supply Chain Management
- Policy and process, clarifying understanding and implementation approach, outcomes and performance measures.
- Aligning information systems, applications, work processes and role boundaries to support Supply Chain Management outcomes related to the stock control, requisition, procurement utilization,
- Providing guidance and training to personnel on the interpretation of procedures, application and workflows associated with the Supply Chain Management Cycle.
- Interacting with internal/external auditors and makes use available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Expenditure Accounts
- Assist with compilation of annual budgets

- Ensuring policies are complied with by practically exercising the provisions of the relevant policies.
- Interacting to clarify needs analysis with internal departments and investigating/assessing impacting variable (expenditure, commodity, market/industry)
- Ensure that a professional and efficient service is rendered to the community of Thembelihle Municipality.

**REMUNERATION:** Annual salary based on Notch 1 Task Grade 12 of Category 1 Local Authority which R **R275 301.36** per annum.

**BENEFITS:** Normal fringe benefits applicable to local authorities

**Closing Date:** **10<sup>th</sup> August 2018**

Applications should be accompanied by an updated and comprehensive detailed CV with certified copies of qualifications, testimonials and ID Document. No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted. If you do not hear from us within 60 days from the closing date, please consider your application unsuccessful.

Municipal Manager, **attention Michael R. Jack**  
Thembelihle Municipality  
Private Bag X3  
**HOPETOWN**  
8750  
**Tel; 053 203 005/08/442**