



UMJINDI MUNICIPALITY

Umjindi municipality is looking for suitably qualified candidates with applicable experience for appointment in the following positions:

Supply Chain Manager

Directorate Financial Services (Post Level 3) Salary: R229,197.71pa

Minimum Requirements: Degree/National Diploma in Public Finance Management and administration/Supply Chain Management and Purchasing Management. 4 years' experience at middle management level and at least 3 years at any level in a role related to Supply Chain. Must have Computer skills and a valid Driver's license.

Competencies: Ability to support and manage the implementation of legislation and policies within SCM; understand, implement risk and change management; good governance, ethics and values, strategic leadership and management, stakeholder relations, support audit process to ensure optimum level of assurance, project management skills, contract management and adequate internal controls.

Key Performance Areas: Implementation of the Supply Chain Management Policy; Determine and compliance to norms and standard with regard to MFMA, PPPFA, SCM, Asset Management and GRAP Guidelines. Compliance and monitoring of SCM implementation and policy outcomes; Management of the SCM Unit with regard to procurement of goods and services, tender administration, contract administration, stores management etc.

Assistant Director Land Administration / Property (1 Post)

Directorate Development Planning and Human Settlement (Post Level 3) Salary: R 229,197.71pa

Minimum Requirements: B degree in Public or Municipal Administration or equivalent. 4 years' experience at senior management level and at least 3 years at any level in a role related to Land Administration and properties. Must have Computer skills and a valid Driver's license.

Competencies: Managerial skills; Must have good analytic abilities; Strategic planning skills, understand and implement the Housing Code and policies; Legal background.

Key Performance Areas: Land and Property Administration i.e Deal with applications on specific requests to purchase certain erven or sections of ground – especially which are comprehensive applications and include many transactions before sale can take place. Compile legal notices and tender specifications for publication purposes w.r.t properties; Transfer of properties, compile all types of human settlement contracts; Supervision of Human Settlement personnel; Drafting of the Housing policy for the Municipal area based on the demands of the inhabitants; Drafting of reports to Council on Housing matters to give effect to the implementation of particular legislation and policies administered by the housing section; Preparation and managing of operational and Capital budget to effect the smooth running of the housing section.

Engineering Technician (Water and Sanitation)

Directorate Civil Services (Post Level 4) Salary: R218, 550.11pa

Minimum Requirements: Relevant Degree/Diploma in Civil Engineering. Applicant must have 3 years' experience in Water and Sanitation services. Must have understanding and extensive knowledge of water services regulations, design and detailing of water and sewerage infrastructure, and possess strong managerial and planning skills. Experience in Project Management. Computer literacy in MS office applications, AutoCad and AllyCad programmes a further advantage. Drivers licence a must and own vehicle.

Key Performance Areas: Responsible for the compilation of the budget for the sections water and sanitation; expenditure control, the financial status and submit progress reports on projects. Manage and coordinate the staff for both sections; planning, designs, provision and maintenance of infrastructure; Prepare and evaluate tender documents for the procurement of services and materials to construct and upgrade water and sewer infrastructure

Accountant: Budget and Financial Statements

Directorate Financial Services (Post level 5) Salary: R188 341.88 - R207 971.94pa

Minimum Requirements: BCom Degree or equivalent in Financial Management and/or Accounting at NQF level 6. At least 4 years middle managerial experience preferably within a Local Government Environment. A valid Code 08/B driver's license. Knowledge of MFMA, GRAP & GAMAP, treasury regulations, DORA and Supply Chain Management is essential. Extensive Knowledge of Local Government legislation, policy, regulations, standards and procedures including provisions of the Municipal Finance Management Act, must be acquainted with new Budget format and National treasury templates. Advanced computer skills.

Competencies: Financial management capabilities especially budget management and municipal finance management. Policy formulation, monitoring and evaluation. Analytical ability. Networking, interpersonal, negotiation, facilitation and conflict management. Good Communication skills.

Key Performance Areas: Report directly to the Manager: Budget and Financial Statements on key sectional activities; Prepare annual financial statements and other mandatory financial management reports; Contribute to the preparation of the departmental strategic and annual performance plans with particular reference to financial analysis and advice; Assist with, review and refine spending estimates, and prepare the departmental budget proposals; Consolidate and prepare the final draft budget for submission to Council; Manage the cash flow and submit cash flow plans and reports as required; Monitor budget implementation progress and identify all variances against the budget; Prepare monthly and quarterly reports as required and make recommendations to address significant variances; Manage the "virement" and roll-over processes and assess the impact on service delivery targets; Prepare the Quarterly and Annual Financial Statements and supporting working papers; Provide financial management support to the department in respect of; planning, budgeting, reporting, relevant legislation, policies, processes and the implementation thereof; Utilize Financial System to capture accounting transactions, control the general ledger, perform financial administration and prepare financial reports and IDP based budget.

Procurement Officer

Directorate Financial Services (Post level 8) Salary : R118 471.10 - R134 176.55pa

Minimum Qualifications: Applicant must be in possession of a Certificate/Diploma in Stores Administration/Purchasing Management/Public Financial Management/Supply Chain Management. 2 years' experience in logistics, in a Supply Chain unit environment. Valid driver's license a requirement. Report writing skills and numerical abilities a must. Computer literacy a requirement. Knowledge of procurement legislation an advantage.

Key Performance Areas: Administration of procurement requisitions; Sourcing of quotations as per Council's Supply Chain Regulations as to realize good value for money; Provisioning of purchase orders to suitable service providers; Conduct follow ups on long outstanding orders; Update procurement Audit Trail; Attend site briefings and public tender opening as instructed by SCM; Relevant duties as imposed due to the streamlining of the Demand & Acquisition work flow.

Normal Municipal benefits are applicable. Only applicants that meet with the minimum qualifications/requirements will be considered. Umjindi will only communicate with short listed applicants.

Applicants are requested to use Official Municipal application forms obtainable from the Reception at the office of the Director Corporate Services or can be downloaded from the Municipal Website address: <http://www.umjindi.gov.za/careers> and must be handed in **BEFORE** the closing date. **No late applications will be accepted.** Faxed/e-mailed applications will not be considered. Further information/enquiries obtainable from the Human Resource Office at (013) 7128915. **Your CV and certified copies of your ID and qualifications must accompany your application.**

Closing Date: Friday, 10 February 2012 at 16:00

Umjindi Municipality is an equal opportunity affirmative employer. Should we not contact you for an interview within 30 days after closing date for applications, please accept that your application was unsuccessful.

**The Municipal Manager, Corner of Generaal & De Villiers Str.
P O Box 33, Barberton, 1300, Notice number 03/2012**