



Mopani District
Municipality

**MOPANI DISTRICT MUNICIPALITY STRIVES TO MAINTAIN ITS
STRATEGIC POSITION AS THE FOOD BASKET OF SOUTHERN AFRICA
AND TOURISM DESTINATION OF CHOICE.**

**APPLICATIONS ARE INVITED FROM PERSONS WITH RELEVANT EXPERIENCE
AND APPROPRIATE QUALIFICATIONS FOR THE FOLLOWING POSITIONS:**

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

POST: DEPUTY MANAGER – SCM (RE-ADVERT)

REMUNERATION: R621 884.11 per annum plus 13th cheques, car allowance, housing subsidy, UIF, Medical Aid and pension benefits.

REQUIREMENTS: Grade 12, B Com Degree or an equivalent NQF level 7 qualification in accounting. A minimum of 5 years' experience in a Supply Chain Management field of which is 3 years must have been at middle management in-depth knowledge of the Municipal Finance Management Act (MFMA), Treasury Regulations, PPPFA and related prescripts. Project management, supervisory skills, good planning and organized skills. Good interpersonal relations and good communication skills (written and verbal). The ability to work under pressure and preparedness to work overtime, when required. A qualification relating to the National Treasury Competency Requirements for Senior Officials, e.g. CPMD/MFMP/ELMP will be an added advantage. Advanced skills in Word, Excel and Window 2013 programs. A Code EB driver's licence is essential. Preparedness to security clearance and disclosure of financial interest.

KEY PERFORMANCE AREAS: Formulation of SCM policies and procedures for the municipality. Responsible for the full supply chain management processes: - from demand management through to monitoring and reporting. Administer and implement procurement in terms of Council's Procurement Policy, the Preferential Procurement Regulations, Supply Chain Management Regulations and other legislated requirement. Compilation, implementation and reporting on the operational and risk plans related to supply chain management. Monthly management reports including but not limited to relevant disclose notes. Manage the municipality stores and control inventory. Responsible for the compiling and controlling of the business unit's budget, manage all personnel matters in the business unit and ensure timeous and correct payment of suppliers. Ensure an uninterrupted flow of material/goods to all users, Provision of a travel services to internal clients. Manage of the department according to policies and strategies of the municipality

POST: DEPUTY MANAGER – ASSETS MANAGEMENT

REMUNERATION: R621 884.11 per annum plus 13th cheques, car allowance, housing subsidy, UIF, Medical Aid and pension benefits.

REQUIREMENTS: Grade 12, B Degree in Commerce / Financial Management or an equivalent NQF level 7 qualification in accounting. A minimum of 5 years' experience in Assets Management field of which is 3 years must have been at middle management in-depth knowledge of Knowledge of finance, accounting, budgeting, Cost control principles including Generally Accepted Accounting Principles, and of financial and accounting software applications. Ability to analyze financial data and prepare financial reports, statements and projections. Good interpersonal relations and good communication skills (written and verbal). The ability to work under pressure and preparedness to work overtime, when required. Advanced skills in Word, Excel and Window 2013 programs. A Code EB driver's licence is essential. Preparedness to security clearance and disclosure of financial interest.

KEY PERFORMANCE AREAS: Manage Assets Services. Develop and review an asset management maintenance plan. Manage the status of records associated with assets. Implement the operations and safeguarding of asset. Manage the assessment of existing assets and planned acquisition. Manage Inventory. Manage resources. (Human, Physical, and Financial Resources).

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

POST: DEPUTY MANAGER: IDP

REMUNERATION: R621 884.11 per annum plus 13th cheques, car allowance, housing subsidy, UIF, Medical Aid and pension benefits.

REQUIREMENTS: Grade 12 certificate. A recognized Bachelor's Degree or equivalent qualifications. 4-5 years' experience. Candidates who specialized in planning and development together with relevant experience will be most preferred. Candidates should possess excellent communication and writing skills, ability to work under pressure and good interpersonal relation. Computer literacy and a valid drivers' license is a prerequisite. Be prepared to be subjected to security clearance.

KEY PERFORMANCE AREAS: Management of IDP. Ensure the involvement of all role players in the IDP process. Chairing of IDP Steering Committee meetings. Documentation of meetings and workshops for the IDP Representative Forum. Management of consultants involved in the IDP process. Facilitate the alignment of sector plans and monitor implementation. Facilitate the annual review of IDP. Performing other municipal functions related to the IDP assigned by the Municipal Manager.

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"To be the food basket of Southern Africa and the tourism destination of choice"





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APPLICATIONS ARE INVITED FROM PERSONS WITH RELEVANT EXPERIENCE AND APPROPRIATE QUALIFICATIONS FOR THE FOLLOWING POSITIONS:

POST: PERSONAL ASSISTANT TO THE OFFICE OF THE MUNICIPAL MANAGER (RE-ADVERT)

REMUNERATION: R360 823.74 - R398 171.92 per annum 13th cheques, housing subsidy, UIF, Medical Aid and pension benefits.

REQUIREMENTS: Degree/National Diploma in Public management and Administration or equivalent. 2-3 year's relevant experience. Computer literacy and a valid driver's licence are essential. Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS: Manage and maintain office of the Municipal Manager. Attend clients of the Municipal Manager on his behalf. Maintain record in the Municipal Manager's office. Coordinate and arrange for Municipal Manager's technical forums and Mayor's forums. Attend and represent the Municipal Manager in all forums and meetings on his behalf. Liaise with all Directorates on the functions assigned by the Municipal Manager.

Enquiries (Post level 3 and above): Mr Rasekgala M.J.
015 - 811 6300.
(Post level 4 and below): Mr Lebadika P.
015 - 811 6300.

Please forward your application through the prescribed form (www.mopani.gov.za) together with your comprehensive CV to **Registry Office No. 13**, recently certified copies of your qualifications and the identity document not longer than three months to:

The Municipal Manager, Mopani District Municipality, Private Bag X9687, GIYANI, 0826.

Z83 forms and fax applications will not be accepted.

CLOSING DATE: 22 OCTOBER 2021.

PLEASE NOTE: Fraudulent qualifications or documentations will immediately disqualify any application. MDM reserves the right not to fill this post should there be no suitable candidate identified. Late submissions will be disqualified. Submission without certified copies of qualifications will not be considered.

**MR KGATLA Q.
MUNICIPAL MANAGER**

**STAY
SAFE**

PROTECT SOUTH AFRICA

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