



GREATER LETABA MUNICIPALITY

P.O Box 36, Modjadjiskloof, 0835, Tel (015) 309 9246/7/8,
Fax (015) 309 9419, Email:greaterletaba@glm.gov.za

Greater Letaba Municipality invites suitably qualified candidates to apply for the following positions:

BUDGET AND TREASURY DIRECTORATE

ASSISTANT DIRECTOR: SUPPLYCHAIN MANAGEMENT

Salary: R496 084. 57per annum.(Excluding benefits)

Requirements and competencies: A relevant National Diploma /B Degree in Supply Chain Management Services / Financial Management. or equivalent qualification. Understand and implement GRAP Standard. Three (3) years relevant experience in supervisory/ middle management in Supply Chain Management Services field. Knowledge of Municipal Finance Management Act (MFMA). Knowledge of Treasury Regulations and other related prescripts. Knowledge of supply chain management policy. Interpersonal skills. Budget forecasting skills. Computer literacy. Communication skills. Interpersonal relations. A valid Driver's license.

Duties and Responsibilities: Provide an effective efficient management function to SCM division in accordance with current legislation. Managing the Demand Management Process. Compile procurement plan. Verify procurement request received with DMP and advise clients. Verify and advice on specification/Terms of reference from end users. Identify advice and implement sourcing strategies for procurement. Manage the procurement of goods and services. Maintain services providers database. Ensure that procurement procedures are adhered to before orders are authorised. Manage the supply of goods and services according to pre-determined norms and standards. Manage the procurement of goods and services by means of quotations and bids. Verify quotation of goods and services as required. Manage service provider's payments in accordance with Treasury Regulations. Liaise with service providers on an ongoing basis. Manage service contracts. Manage signing and acceptance of contracts. Maintain contract register and advise of contract variation.

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CHIEF ADMIN OFFICER : ASSET AND FLEET MANAGEMENT

Salary: R417 304. 88per annum (Excluding benefits)

Requirements and competencies: National Diploma /B Degree in Financial Management / Accounting or equivalent qualification. Understand and implement GRAP Standard. Three (3) years relevant experience in asset and fleet management field. Strong accounting abilities. Computer literacy. Communication skills. Interpersonal relations. A valid Driver's license.

Duties and Responsibilities: Ensure an effective efficient management of fleet and asset as per the current legislation. Ensure verification, reporting, processing and reconciliation of asset and fleet management. Monitor implementation of a system of controls, procedures, and forms for the recording of asset and fleet. Monitor the process of assigning tag numbers/barcodes to fixed assets. Ensure that fixed asset acquisitions and disposals are captured in the accounting system. Reconcile the balance in the fixed asset subsidiary ledger to the summary-level account in the general ledger. Calculate depreciation for all fixed assets on a monthly basis. Review and update the detailed schedule of fixed assets and accumulated depreciation. Conduct quarterly verification of fixed assets. Manage and control specific accounting procedure associated with asset acquisition and disposal. Manage the fleet in accordance with policies, procedures, standards and legislation. Implement and maintain internal control processes and procedures on municipal fleet. Manages and leads the asset and fleet control units. Identifies shortcomings in the operational procedures and revise work methods. Ensure implementation of asset management and transport control policies to ensure optimum user service. Analyse and evaluate fleet data and report findings accordingly. Liaise with departments and suppliers on operational issues. Administers vehicle fleet and assets management contracts by verifying adherence thereto. Ensure fleet management systems is maintained by keeping effective records. Compile bank and vat reconciliations.

Greater Letaba Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) through filling of these positions as such candidates whose appointment encourages representativity will receive preference. The municipality reserves the right not to fill any of the advertised position(s). Errors and Omissions excluded.

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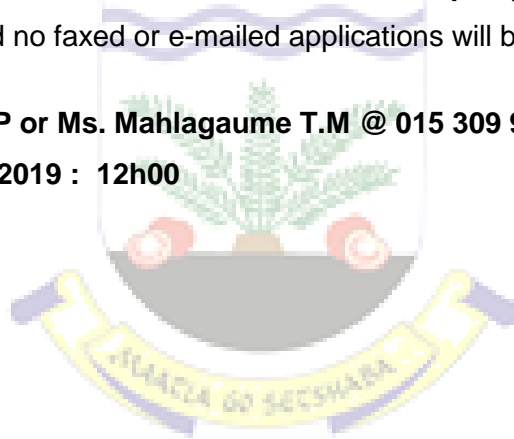
Interested individuals must fully complete GLM employment application form for employees below section 56 managers obtainable from municipal offices and website (www.greaterletaba.gov.za) and attach Curriculum Vitae and certified copies of qualifications, ID and drivers licence. Short listed candidates shall be required to produce original copies of qualifications.

Correspondences shall be limited short-listed candidates. All shortlisted candidates will be subjected to background screening checks (verification of qualifications, criminal record checks and security vetting). Applicants will be penalized for canvassing.

Please forward all applications to: **The Municipal Manager, Greater Letaba Municipality, P. O Box 36, Modjadjiskloof 0835**, or hand delivered at the **Municipality, 44 Botha Street, Civic Centre, Modjadjiskloof** and no faxed or e-mailed applications will be accepted.

Enquiries: Mr. Mapatha S.P or Ms. Mahlagaume T.M @ 015 309 9246/7/8

Closing date: 25 January 2019 : 12h00



MUNICIPAL MANAGER
Dr SIROVHA K.I