



VACANCIES

Applications are invited from suitably qualified persons for the below-mentioned post. Chris Hani District Municipality subscribes to the principles of employment equity as espoused in the relevant legislation.

ACQUISITION MANAGER

[Task Grade 16: Salary Scale R 515, 661.00 – R 669, 359.00 per annum plus benefits]

TOTAL REMUNERATION PACKAGE – R886, 514.16 per annum (subject to certain conditions)

Requirements

- Matric
- BComm Degree in Economics & Supply Chain Management/National Diploma in Accounting or relevant qualification majoring with Supply Chain or Accounting at NQF level 6.
- At least 5 – 7 years' relevant experience in Supply Chain Management of which three (3) years must be at managerial or supervisory level.
- Valid driver's license.

Key Responsibilities (include but are not limited to):

- Identifies and defines the immediate and short term objectives associated with the Acquisition Management functionality;
- Develop, review and implement specific policies, procedures, systems and controls of acquisition management;
- Directs and executes applications associated with acquisitioning and appointment processes;
- Manage, monitors, recommends and keeps records of the procurement of goods and services;
- Manage the receipt of tender/bid reports from the Departments and oversees the compilation of the Bid Evaluation Committee Agenda and Minutes for consideration by the Bid Evaluation Committee;
- Promotes, recommends and implements SMME and Black Economic Empowerment and job creation strategies and programmes.
- Review and implement standard operating procedures relating to SCM.
- Identify and manage the possible risks, within SCM
- Ensure that suppliers deliver on time and commitment are regularly monitored.
- Compilation of statutory reports in terms of the MFMA and the Supply Chain Management Regulations.
- Manages stakeholder relationships, information dissemination and reporting.
- Management of municipal and human resources in line with the delegations.
- Attend to queries raised by internal and external Auditors.

SENIOR ACCOUNTANT – BILLING

Task Grade 13: Salary Scale: R352, 830 –R457, 989 per annum plus benefits

MINIMUM REQUIREMENTS:

- Matric
- A National Diploma/ Degree in Accounting or relevant qualification majoring with Accounting at NQF Level 6.
- At least 3 - 5 years relevant experience in revenue management
- Proof of computer literacy
- Valid driver's Licence

Key Responsibilities (include but not limited to):

- Responsible for the accurate input and timely upload of the revised tariffs on to the billing system.
- Ensure the accurate and timely charging out of all service fee income due to the District Municipality.
- Responsibility for the accurate and timely collection of all billing income due to the District Municipality.
- Ensures the accurate, complete and valid analysis, accounting for and report on the District Municipality's debt position.
- Ensure compliance with established control procedures and authority levels.
- Ensure that complete, valid and accurate records are kept in respect of all Billing transaction
- Coordinate and controls Indigent support processes.
- Preparing the preliminary compilation of workings for the Revenue

ACCOUNTANT – BUDGET PLANNING & IMPLEMENTATION

Task Grade 11: Salary Scale: R265, 439 –R344, 553 per annum plus benefits

MINIMUM REQUIREMENTS:

- Matric
- A National Diploma/ Degree in Accounting or relevant qualification majoring with Accounting at NQF Level 5/6.
- At least 2 - 3 years relevant experience
- Proof of computer literacy

Key Responsibilities (include but not limited to):

- Responsible for Coordination of consultations of various departments within the Municipality.
- Provide support in preparation of the three year medium term revenue and expenditure framework.
- Ensure that the funding of capital projects are budgeted for and evaluated with due consideration of their projected and future operational costs.
- Provide accounting control and monitoring during budget implementation
- Ensure that complete, valid and accurate records are kept in respect of all budget preparation and reports.
- Ensure that the procedures, systems and processes for budget preparation, information collection, recording and reporting operate accurately and efficiently
- Ensure that the municipality adheres to all budget reforms by National Treasury

Fringe Benefits: Medical Aid Scheme, Housing Subsidy, Pension Scheme, Group Life, 13th Cheque and car scheme [where applicable].

Enquiries may be directed to Mr. S.G Mbele & T. Feni at 045 808 4669/85.

PLEASE NOTE:

1. Preference will be given to suitable qualified person in line with the employment equity act and approved employment equity plan of the district municipality.
2. It is compulsory to submit your application letter accompanied by a comprehensive CV, certified copies of your qualifications, certified identity document and certified copy of your valid driver's license when required.
3. No faxed CV's or e-mail applications will be accepted. It will be expected of candidates to be available for selection interviews on a date and time as determined by the Municipality. If the candidate / applicant is found canvassing any of the panelists he / she automatically disqualify him/herself.
4. Appointment will be subjected to compulsory pre-employment screening in the form of determining the validity of qualifications, current and previous employment reference check, criminal checks and competency assessment.
5. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted after 30 days from the closing date of the advertisement, please consider your application unsuccessful.
6. Closing date of the advertisement is **the 03 January 2019**.

"The Municipality reserves a right not to appoint"

Applications must be forwarded to:

The Chris Hani District Municipality, Human Resources Section,
Private Bag X 7121, Queenstown, 5320 or hand deliver to 15 Bells Road,
Queenstown

Y. SINYANYA
ACTING MUNICIPAL MANAGER