

## **NDLAMBE MUNICIPALITY**

### **PORT ALFRED**



#### **1. VACANCY: MANAGER: SUPPLY CHAIN MANAGEMENT ON TASK GRADE 16 OF A CATEGORY 3 LOCAL AUTHORITY (SALARY SCALE: R 575 622 – R 747 191 p.a.)**

Applications are invited from persons who consider themselves suitably qualified for the above position. A successful candidate will report directly to the “Director Financial Services”.

#### **MINIMUM REQUIREMENTS:**

- Grade 12 plus a 3 years NDip/B Degree in SCM/Logistic
- Minimum of 3 to 5 years’ experience in Supply Chain Management.
- Experience in the local government SCM environment will be an added advantage
- Must have completed or studying towards minimum competency (in line with Government Gazette No.37432).
- Valid Code B driver’s license without any endorsement
- Be prepared to work outside normal working hours in line with the BCEA
- No criminal record

#### **ESSENTIAL KNOWLEDGE AND SKILLS**

- Knowledge of Supply Management Maintain high ethical standard
- Knowledge of applicable Supply Chain Legislation
- Be able to work under pressure
- Accurate and detail-orientated
- Ability to exercise independent judgment and creative problem-solving techniques in a highly complex environment.
- Good human relations and be able to interact with personnel and public.

#### **DUTIES: KEY PERFORMANCE AREAS**

- Manage Supply Chain key processes (In-bound, Outbound, Inventory, Stores, Operational Planning, Core Management, Order Management and Reporting efficacy) to ensure a dependable and efficient Supply Chain Operations.
- Establish a robust, reliable and policy compliant control environment.
- Maintain effective bid committees established with clearly defined roles, functioning in accordance with applicable legislative requirements
- Be a catalyst in the centralisation and functionality of the SCM.
- Set preferential procurement goals determined in accordance with SMC Policy and Procedures and compliant with applicable legislative requirements
- Develop and oversee the implementation of the Municipal asset disposal plan
- Develop and oversee the implementation of a SCM performance management.

- Develop a highly centralise control SCM environment and quality management.
- Analyse operational trends and develop corrective action plans.
- Address supply chain failures promptly to ensure operational stability and develop corrective action plans
- Prepare and manage an annual operating plan that will include an annual tender for expeditious procurement.
- Management and Supervision of staff

To apply, please send your C.V, certified copies of qualifications, ID document, driver's license and covering letter (including details of at least 3 contactable references) to the \*Human Resource Unit\*, Ndlambe Municipality, P.O. Box 13; Port Alfred, 6170 or hand-delivered to the Human Resources Section, 01 Causeway Road, Civic Centre, Port Alfred 6170. Please note that no faxed or emailed applications will be considered. Application forms are downloaded on the Municipal website ([www.ndlambe.gov.za](http://www.ndlambe.gov.za)). **The closing date is Monday, 17 October 2022.**

A prospective candidate must declare any previous information that might compromise Ndlambe Municipality/candidate. **For enquiries kindly contact the Human Resources Section at 046 604 5500**

Employment Equity Plan will be complied with and applicants with disabilities and underrepresented groups (White and Indian females and males) are invited to apply. All applications who do not receive any response within 21 days of the advertisement, should know that their applications have not been successful.

**NOTICE NUMBER: 169/2022**  
**28 September 2022**

**ADV. R. DUMEZWENI**  
**MUNICIPAL MANAGER**

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*The Herald*  
*Municipal Website*  
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