

# **KNYSNA MUNICIPALITY**



## **MANAGER: EXPENDITURE (SUPPLY CHAIN MANAGEMENT) DIRECTORATE: FINANCE**

**TASK GRADE 15**

**Annual Basic Salary: R313 632 to R407 160 per annum**

**Total Cost to Council Package: R455 882 to R576 755 per annum**

### **Key performance areas:**

- Taking control of all facets of Council's Supply Chain Management as outlined in the Municipal Finance Management Act No. 56 of 2003 and the Municipal Supply Chain Management Regulations pertaining to the above Act including but not limited to the writing of Tender specifications
- Ensuring compliance with all National regulations regarding Supply Chain Management including CIDB prescripts
- Maintaining Financial Data Integrity
- Quality control of financial reporting
- Ensuring value for money in Council procurement including negotiation with Suppliers
- Management of computerised Finance Systems
- Management of subordinates
- Effective and efficient functioning of the Department, including reports, budgets, meetings, admin correspondence
- Implement inventory central processes including inventory management plans.

### **Minimum qualifications and requirements:**

- An appropriate tertiary qualification
- Ten years municipal experience of which four should be at middle to senior management level
- Extensive practical knowledge of Local Government Legislation particularly the MFMA, the MFMA Supply Chain Regulations and GRAP
- A Certificate in Municipal Finance Management (SAQA Qualification) or the ability to acquire the above SAQA Qualification within the statutory time frame
- Excellent communication skills (oral and written) in at least two of the three official languages of the Western Cape
- Computer Literacy (MS Word, Excel, PowerPoint)
- A Valid Code EB Driver's License

**Applicable Municipal Benefits will apply.**

**All applications will be considered but in terms of its Employment Equity Plan the Municipality would prefer to appoint a Black Female if a suitable candidate in that category can be identified.**

**To apply applicants must complete a Knysna Municipality Application Form and submit a detailed up-to-date CV, Covering Letter with an exposition of training, experience, competencies and previous employment record and certified copies of qualifications.**

**Application forms are obtainable from Reception at the main Municipal Offices in Clyde Street, Knysna and Municipal website: [www.knysnamunicipality.co.za](http://www.knysnamunicipality.co.za).**

**Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: [knysna@knysna.gov.za](mailto:knysna@knysna.gov.za).**

**CLOSING DATE: 6 SEPTEMBER 2013**

**Please note:** If you receive no notification regarding this advertisement within one month of the closing date, please assume that your application was unsuccessful.

**L WARING**

**MUNICIPAL MANAGER**

**The Municipality reserves the right not to make an appointment.**