



# STEVE TSHWETE LOCAL MUNICIPALITY

A fast growing and financially sound Municipality, situated in the middle of Mpumalanga, only 120km from central Gauteng. Moderate climate with many surrounding holiday resorts. Steve Tshwete Local Council is committed to achieve and maintain diversity and equity in employment in respect of race, gender and especially disability.

*Suitably qualified candidates are invited to apply for the following position/s before the closing date of:*

**CLOSING DATE: 07 SEPTEMBER 2018**

## **DIRECTORATE: FINANCIAL SERVICES**

**ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**  
**DEPARTMENT: FINANCIAL SERVICES: SUPPLY CHAIN MANAGEMENT**  
**POST LEVEL: 03**

**SALARY SCALE: R437 565 p.a. (excluding benefits)**

**BENEFITS OFFERED:** Contribution to Medical Aid, Pension Fund and Housing, Plus Travel Allowance of 850 km/pm and cellphone allowance

**REQUIREMENTS:** Appropriate level of tertiary education equivalent to NQF level 7 or higher Degree in Accounting or Financial Management or Supply Chain Management Municipal Finance Management Programme (CPMD) will be an added advantage plus 4 to 5 years relevant experience in financial and supply chain management. Supervisory and managerial experience. Computer literacy in MS Office with advanced Excel. A valid Code B drivers' license

**KEY PERFORMANCE AREAS:** Management of the supply chain division  
Management and control of suppliers database and oversee and regulate the requisitioning for quotes, screening for regularity on quotes and orders issued  
Management of demand, acquisition and logistics within supply chain management unit  
Managing risk within the supply chain unit  
In charge of supply chain budget maintenance and control  
Responsible for the implementation of supply chain legislation, regulations, policy and accounting principles  
Report writing relevant to section  
Overseeing of stores management  
Overseeing of regularity as per supply chain regulations with regard to suppliers registered on the database

**REF: 2203**

## **DIRECTORATE: CORPORATE SERVICES**

**DIRECTOR: HUMAN RESOURCES MANAGEMENT**  
**DEPARTMENT: HUMAN RESOURCES MANAGEMENT**  
**POST LEVEL: 01**

**SALARY SCALE: R562 404 p.a. (excluding benefits)**

**BENEFITS OFFERED:** Contribution to Medical Aid, Pension Fund and Housing, Plus Travel Allowance of 850 km/pm and cellphone allowance

**REQUIREMENTS:** B. Degree (NQF 7) in Human Resources Management or relevant Human Resources related. 8 years relevant experience of which 5 years must be in a supervisory/ managerial capacity. Knowledge and experience in Local Government systems would serve as an advantage. Computer Literacy (MS Office). Sound knowledge of South African Labour Laws and possess a thorough understanding of HR/IR Process, systems and procedures. Knowledge of modern HR tools and

techniques. Must be able to drive policy development and contribute to People Management initiatives with Council. Valid code B driver's license.

**KEY PERFORMANCE AREAS:**

- To provide an overall HR strategic support to the entire organization
- To render an effective HR management general support service to the municipality
- Ensure optimum utilization of the municipality's human resource
- Develop and maintain an efficient human resource administration services
- Ensure that there is continuous development of municipality's human resource

**REF: 0200**

**ASSISTANT DIRECTOR: PROPERTIES**

**DEPARTMENT: LEGAL AND ADMINISTRATION**

**POST LEVEL: 03**

**SALARY SCALE: R437 565 p.a. (excluding benefits)**

**BENEFITS OFFERED:** Contribution to Medical Aid, Pension Fund and Housing allowance, Plus Travel Allowance of 850 km/pm and cellphone allowance

**REQUIREMENTS:** Relevant B Degree in Law or equivalent NQF 7 qualification Three (3) years relevant experience within the legal field. Five (5) years relevant experience in Local Government and Management is essential. Valid Code B Driver's License.

**KEY PERFORMANCE AREAS:** Manage the properties section and matters relating thereto. Responsible for compilation of property related reports to Council's committees, Contracts relating thereto as well as Implementation of Council resolutions.

**REF: 1001**

**PLEASE NOTE:**

1. The appointment of a candidate is at the Steve Tshwete Local Councils' sole discretion, taking into account all relevant legislation, council policies and procedures, notwithstanding our Employment Equity goals.
2. The submission of an application gives Steve Tshwete Local Council the right to make inquiries necessary to obtain information regarding the applicant's background. Such inquiry will include current and previous employers as well as academic institutions.
3. Applicants who have not been responded to within six weeks of the closing date should consider their applications unsuccessful.
4. Steve Tshwete Local Council reserves the right not to make an appointment in any or all of the above vacancies, and correspondence will only be limited to short-listed candidates.
5. Applications must be submitted on the prescribed form (available from the Municipal Offices or can be printed from Council's web site "www.stlm.gov.za") or by means of a detailed Curriculum Vitae and Covering Letter, together with certified copies of qualifications or certificates and identity document to:  
Human Resources Management, P O Box 14, Middelburg, 1050.  
Courier Address: Human Resources Management, Ground Floor, CNR Walter Sisulu Street and Wanders Avenue, Middelburg  
Further Enquiries: Human Resources Management: Tel: (013) 249 7000.
6. Incomplete or incorrect information on an application form or CV form will disqualify an applicant.
7. **Only posted or hand delivered applications will be accepted. All applications must reach the Municipality by the closing date.**

Closing 07 September 2018

