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Better District, Better Life and Growth for all.

www.anda.org.za



Alfred Nzo Development Agency SOC Ltd
Reg nr 2006/090213/30

EXTERNAL ADVERTISEMENT

VACANT POSITION

NOTICE NO. 04/2024/2025

Alfred Nzo Development Agency is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

People with physical disabilities are encouraged to apply.



Applications are hereby invited from suitably qualified persons for the following position:

FINANCE AND ADMINISTRATION DEPARTMENT

SCM MANAGER

PERMANENT

ANNUAL BASIC SALARY: R619 171 – R812 406 PLUS BENEFITS

**THE INCUMBENT WILL BE REPORTING TO THE CHIEF FINANCIAL OFFICER
STATIONED PLACE: MOUNT AYLIFF**

JOB PURPOSE: Coordinate and controls the Supply Chain Management processes, aligning procedures, systems and controls, executing applications to address identification, acquisition or disposal of items, monitoring the stock control applications and maintaining records of outcomes, supporting and contributing to fair, equitable, transparent and cost effective procurement practice that is consistent with policies and laid down requirements encapsulated in legislative frameworks.

KEY REQUIREMENTS:

- Grade 12 • A Diploma in fields of Accounting, Finance or Supply Chain Management or related field equivalent to NQF Level 6
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 (SAQA Qualification ID 48965 will be an added advantage
- Minimum of five (05) years proven experience in local government of which at least two (02) years must be at Middle Management Level in finance preferable in local governance environment and at least three (3) years at any level in a role related to the position of the official OR minimum of seven (7) years at any role related to the position of the official.
- Ability to communicate and negotiable at all levels of government and with all relevant stakeholders
- Ability to prove strategic, visionary and innovative leadership •Must be registered or be in a process of registration with a professional body

- Extensive knowledge of Performance Management Systems in a local government environment • Computer literacy covering all applications
- A valid driver's license.

KEY PERFORMANCE AREAS:

Overall management of the Supply Chain Management Unit • Procedures, systems and controls • Co-ordinates the implementation of functional procedures, systems and controls associated with the key performance areas and result indicators of the functionality by communicating specific aspects of Supply Chain Management Policy and processes, clarify understanding and implementation approach, outcomes and performance measures • Supervision and Control • Coordinates and controls task/activities associated with controlling personnel performance productivity and discipline • Demand analyses • Executes applications with respect to establishing the requirements against available resources • Asset, Acquisition, Appointments, Contractual Agreements and Disposal • Executes applications associated with acquisition and appointment process by applying appropriate processes and bid systems responses in the form of quotations from suppliers / vendors or service providers • Relationship management • Maintains relationships with service providers and contractors by participating in meetings and providing information on specific supply chain processes and procedures • Registers, records and reporting • Attends to specific administrative recording and reporting requirements by preparing reports related to specific analyses or investigations, submitting to the Chief Financial Officer for approval and forwarding to the respective committees.

KEY COMPETENCY SKILLS:

Knowledge of municipal applicable legislations • Reasonable understanding of linkage between IDP and Multi-year business plan • Budgeting, Reporting and Annual Planning context in Municipal Context • Extensive knowledge of MFMA, applicable Municipal Legislation and Companies Act • Strong Supervisory skills and interpersonal skills • Good report skills • Communication skills

Closing date: Friday, 15th November 2024 @15:15.

Please note: Applicants must submit an Application Letter, a comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license where applicable. Applications should be forwarded to the HR Office, Alfred Nzo Development Agency, Umzimvubu Goats Complex, Hospital Road or Private Bag X 511, Mount Ayliff, 4735.

HAND DELIVERY- Alfred Nzo Development Agency, Hospital Road, Mount Ayliff 4735. Appointment will be subject to appropriate security clearance, a competency as well as reference and qualification checks. If applicants receive no notification within one month from the closing date, please assume that your application was unsuccessful.

The agency reserves the right not to fill the position. **LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED.** All enquiries should be directed to Ms. S. Jijana HR Office: HR Practitioner by telephone at (039) 492 0011/072 846 6566 or jjjanas@anda.org.za.



MS N. BOTI
ACTING CHIEF EXECUTIVE OFFICER