

NDWEDWE LOCAL MUNICIPALITY

UMKHANDLU KAMASPALA WASENDWEDWE

Private Bag X503
Ndwedwe
4342
KwaZulu Natal
South Africa +27 (0)32 532 5000
mm@ndwedwe.gov.za
www.ndwedwe.gov.za



DEPARTMENT	: FINANCE DEPARTMENT
POSITION	: CONTRACT MANAGEMENT CLERK
NATURE OF APPOINTMENT	: PERMANENT
TASK GRADE	: 09
SALARY NOTCH	: R 243 084.20
SALARY SCALE	: (R 243 084.20 pa – R 254 022.99 pa)
REF. NUMBER	: KZ293FIN030

MINIMUM REQUIREMENTS

The incumbent must have a Grade 12 Certificate and a three- year National Diploma/Degree in Accounting /Financial Management/ Supply Chain Management , plus minimum of two years working experience in Finance Department . Must have complete or study towards the Municipality Finance Management Programme. The applicant must have a Valid Driver's license minimum Code B.

KNOWLEDGE, SKILLS & COMPETENCY

- Knowledge of local government legislations and be able to execute task associated with this post in line with SCM Regulations.
- Advance skills in MS Excel.
- Good communication and presentation skills
- Understanding of MSCOA Regulations.

KEY RESPONSIBILITIES

- Administering concluded contract, interacting with department to establish conformance with specifications, terms and conditions
- Administering contract effectively in accordance with the Council's policies, procedures and compliant with applicable legislation requirements.
- Interacting with the project Managers about the signing of contract and contract and services level agreement for all contract entered into by the Council.
- Ensuring that all contracts are accurately recorded on the contract Register and regularly update.
- Maintain contract register on a format provided by Provincial Treasury.
- Reviewing contract on the contract register to ensure their validity.
- Co-ordinating and control the application of procedures in respect of the supplier performance monitoring and contract management.
- Preparing reports on a non-performing /poor performing companies and recommend the appropriation action to be taken to remedy the situation.
- Supervising activities of the personal to ensure that work performed meets acceptable standards and is completed with agreed upon timelines.

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- Establishing mechanisms to ensure and effective and efficient management of Municipal contracts.
- Liaising and ensure that sufficient documentation is obtained for all contract entered into in terms of Section 32 of the SCM Policy.

BENEFITS

13th Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsidy.

CLOSING DATE: 29 NOVEMBER 2024 @ 16h00

If you meet the requirements submit the application on a form obtainable on request or www.ndwedwe.gov.za accompanied with comprehensive curriculum vitae (CV), certified copies of ID, Driver's license and all qualifications must be hand delivered to HR Office No 06 or forwarded through courier services to: **Municipal Manager, Ndwedwe Local Municipality Private Bag x 503, Ndwedwe 4342, Attention to: Mrs. MG Mthembu- Manager Human Resources.**

Enquiries are to be directed to **Manager: Human Resource on this telephone number (032) 532 5000.**

Faxed, e-mailed, Z83 form late applications will not be considered.

Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful. The Municipality subscribes and promotes the principles of employment equity and affirmative action.

APPROVED BY:


MR. SDG KHUZWAYO
MUNICIPAL MANAGER

14/11/2024
DATE

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DEPARTMENT	: FINANCE DEPARTMENT
POSITION	: PRINCIPAL STORES CLERK
NATURE OF APPOINTMENT	: PERMANENT
TASK GRADE	: 09
SALARY NOTCH	: R 243 084.20
SALARY SCALE	: (R 243 084.20 pa – R 254 022.99 pa)
REF. NUMBER	: KZ293FIN032

MINIMUM REQUIREMENTS

The incumbent must have Matric Certificate and a three- year National Diploma in Accounting / Financial Management /Supply Chain Management, plus a minimum of 02 (two) years working experience in Finance Section in Local government environment. Must have completed or study towards the Municipality Finance Management Programme. Valid Driver's license minimum Code B.

KNOWLEDGE, SKILLS & COMPETENCY

- Knowledge of Local government Legislations and Regulations
- Knowledge of applicable SCM processes
- Knowledge of electronic stores management system and be able to execute task associated with this post in line with SCM Regulations.
- Good communication and numerical skills
- Computer literacy- Advanced skills in Ms Excel
- High level of proficiency in writing and analytical skills
- Understanding of MSCOA Regulations

KEY RESPONSIBILITIES

- Co-ordinate and execute the monthly inventory/count.
- Responsible for monitoring stock levels and ordering of stock items
- Responsible for receiving stock when delivered and adequate storage thereof.
- Issuing stock to user departments upon receipt of authorized stock requisitions
- Assist with (stock count) on inventory.
- Report any losses or surpluses on inventory.
- Responsible for filing all source documents to ensure proper recordkeeping.
- Handle queries of suppliers and/or user departments
- Assist with delivery stock in the absence of a designated official.
- Handle queries of suppliers and/or user departments

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- Performs all tasks associated with the stores section including the overseeing as all Satellite offices.

BENEFITS

13th Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsidy.

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