



HARRY GWALA DISTRICT MUNICIPALITY

BUDGET AND TREASURY OFFICE

MANAGER (SUPPLY CHAIN MANAGEMENT)

- Salary Grade: R520 584.07 – R675 757.32 p.a. (T14) (plus applicable benefits)
- REF NO: BT A 5/5/4/2/2

Job requirements: • A Grade 12 / Matric • A National Diploma/Bachelor's degree 3 years (NQF Level 6/7) in Supply Chain Management/ Financial Management or financial related qualification • Minimum of 5 years' relevant Supply Chain Management work experience, in the public sector, with at least 3 years' at Supervisory level • Knowledge of SCM legislations including MFMA, National/Provincial treasury regulations • Computer literacy in Microsoft Software packages • Communication skills • A valid motor vehicle driver's licence.

Key performance areas: • Develop and implement SCM policies, and procedures in compliance with the MFMA, National and Provincial SCM regulations • Provide input into the drafting of tender notices and/or formulation of contracts in respect of procuring and appointing vendors/service providers for the delivery of specific services (building and facilities maintenance, office equipment support, etc.) • Oversee procurement processes including tender management • Coordinate and monitor the SCM committees • Interact with suppliers/vendors, evaluate and determine conformity with the Supply Chain Management Policy and guidelines • Oversee the movement of goods, including transportation, warehousing, and distribution, ensuring efficient and cost-effective delivery • Select and manage suppliers, negotiate contracts, and monitor their performance to ensure quality and timely delivery • Participate in discussions at site meetings with bidders • Receive and verify information recorded on requisition forms (vote numbers, specifications, etc.) process and upload information onto the system and allocate order numbers • Communicate with the immediate Superior on the status of specific orders and possible steps necessary to be taken to avoid stock depletion based on supplier delivery lead times • Compile and present reports on SCM activities to senior management.

PRINCIPAL CLERK (SALARIES)

- Salary Grade: R206 440.02– R267 989.35 p.a. (T7) (plus applicable benefits)
- REF NO: BT A 5/5/4/2/3

Job requirements: • A Grade 12 / Matric • A National Diploma 3 years (NQF Level 6) in Accounting/ Financial Management/Public Finance or relevant qualification • 1-2 years' practical experience in salaries administration environment • Knowledge of salaries, income tax and good understanding of PayDay Payroll Financial System • Computer literacy in Microsoft Software packages.

Key performance areas: • Receive letters of appointment/termination correspondence/benefits correspondences for implementation • Insert changes to the remuneration structure and related parameters based on published adjustments and/or internal policies or as directed by the Administrator: Salaries • Process of all overtime claims, standby hours and emergency hours for the month, by scrutinizing all submitted sheets for accuracy, and then capture the relevant information onto the PayDay Payroll system in time for the monthly basis • Process of subsistence and travel claims • Assist staff with salary queries and assist with the provision and completion of salary information for Statistics South Africa • Keep all the monthly records • Perform other administrative duties as assigned and prepare salary deductions as per schedules sent by third parties, garnishes.

INFRASTRUCTURE SERVICES DEPARTMENT

SENIOR ISD OFFICER

- Salary Grade: R410 689.15- R533 086.73 p.a. (T12) (plus applicable benefits)
- REF NO: INF A 5/5/4/2/1

Job requirements: • A Grade 12 / Matric • A National Diploma 3 years (NQF Level 6) in Social Science or Relevant qualification • 3 years' relevant experience, experience in Local Government will be an added advantage • Good communication skills (written and verbal) • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas: • Keep abreast with technological and ISD developments and legislative imperatives supporting community improvement and upgrade of core essential sanitation services • The role of the ISD Practitioner is to enhance the IDP process and product in making sure that their priorities are part of the IDP • Communities participate in decision-making and are actively involved in all the phases of the project cycle, and where appropriate, in the ongoing operations and maintenance of the service • Ensure that links between the Project Steering Committee (PSC), community members, technical contractors and Water Services Authority are established and maintained • During initiation stage, ISD is required to assist with the establishment of a project steering committee, ensuring the competence of PSC members through Monitoring, and evaluating training • Interact with the various stakeholders so that ISD components are facilitated throughout the duration of the project • Evaluate and comment on the applicability of specific key performance indicators and measures against outcomes detailed in the department's Business and Strategic Plans • Attend Provincial Sanitation Task Team, District Sanitation Task Team and DWS meetings, and provide information on the formation of Project Steering Committee and Village Steering Committee meetings • Attend open sanitation exhibition days and distributing sanitation related information.

Enquiries should be directed to: Human Resource on (039) 834 8756/5504/8752. Faxed applications will not be accepted.

Applications must be submitted with a signed application form, which can be found on our website www.harrygwalmunicipality.gov.za accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications, identity document and driver's licence must be addressed to the Municipal Manager for attention: **Mrs T.T. Thiyane-Magaqa, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X501, IXOPO, 3276, or can be hand delivered at 40 Main Street, IXOPO, 3276 or emailed to: recruitment@harrygwalmunicipality.gov.za to reach us no later than 15H00, 12 SEPTEMBER 2025.**

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful.

NB: Canvassing with Councillors or Management will lead to immediate disqualification. The Harry Gwala District Municipality subscribes to the National Equity Strategy.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidate could be found.

NB: All applications must be submitted using the Harry Gwala District Municipality application form and failure to do so will lead to a disqualification.

MR G.M. SINEKE: MUNICIPAL MANAGER