



Mbhashe
Local Municipality
Willowvale | Dutywa | Elliotdale

All correspondence must be directed to the
office of the Municipal Manager.
454 Streatfield Street, Dutywa
Eastern Cape Province
Tel: 047 489 5800
Email: info@mbhashemun.gov.za
www.mbhashemun.gov.za

REF. NO. 4/1/2/6

EXTERNAL ADVERTISEMENT

Mbhashe Municipality is a Category B, a grade three Municipality comprising of Elliotdale, Willowvale and Dutywa and surrounding rural areas in terms of the Municipal Structure Act. It is situated in the North Eastern Cape, and is looking for suitably qualified, motivated and committed individuals to fill the following position.

POST TITLE: MANAGER SCM

Nature of Employment: PERMANENT

Task Grade: 16

Salary Scale: (R634 007.04- R822 978.48)

Basic Qualifications and Experience

Qualifications: An appropriate B Degree/ National Diploma in Accounting & Finance, Supply Chain Management or Equivalent (NQF 7); Minimum work experience of 4 years in Supply Chain Management; Must have a Certificate in Municipal Finance Management or CPMD; Thorough knowledge of Asset Management and Contract Management; Advanced computer skills preferable in Excel, excellent report writing skills as well as analytical and communication skills; Extensive knowledge of applicable Legislative and Regulatory Framework, MFMA, SCM Regulations, PPPFA and its regulations. BBBEE and GRAP Standards; Visionary Strategic thinking and decision-making capabilities supported by leadership capabilities; People and Client Management experience; Excellent organizational and interpersonal skills; ability to work under pressure and meet tight deadlines; Valid vehicle driving license Code 8/B

Key Performance Areas:

- Manage the development and implementation of SCM models and framework for efficient and effective supply of goods and services.
- Identify and define the immediate short- and long-term objectives/ plans associated with the provision of Supply Chain Management.
- Manage the tendering procedure, assess and monitor SCM performance, compile and interpret management reports and manage.
- Analyze and align SCM strategies with legislation, operating capacity and capability.

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- Designing, implementing and maintaining systems, policies, procedures and practices to manage supply chain processes.
- Familiarizing bid committee with prescribed legislation, adherence thereto, directives and procedures in respect of Supply Chain Management.
- Monitoring fixed asset registers, other assets and liabilities.
- Ensuring that municipal assets as per asset register are adequately disclosed in the municipality's Annual Financial Statements.
- Ensuring that all municipal assets are adequately insured and that the cover is regularly updated with new assets.
- Overseeing physical verification of assets, disposal process and timeous recording and barcoding of all new municipal assets.
- Fleet Management related functions
- Attend to audit queries and findings
- Manage subordinate personnel

FRINGE BENEFITS

In addition to the above salary for the post the municipality will offer a 13th cheque and further contribute towards the employee's Provident/Pension Fund and Medical Aid in accordance with its policy.

Applicants must attach application form obtainable from our website accompanied by recent Curriculum Vitae as well as originally certified copy of an identity Document, originally certified copy of education qualifications and originally certified copy of valid driver's license where applicable and a proof of residence not older than three months. (No copies of certified copies allowed, certification should not be more than six months old).

Please note that failure to submit all the requested documents and incomplete, late faxed and e-mailed application will result in the application not being considered. Fraudulent qualifications and CANVASSING of Councillors and Officials will disqualify an applicant with immediate effect. Council will not be responsible for original documents sent with application. Persons with disability are encouraged to apply

For the attention of:

or hand delivery to

The Human Resources Office

the Reception

P.O. Box 25, Idutywa 5000

454 Streatfield Street, Idutywa 5000

Enquiries should be directed to Ms. N. Mahlathi – Nkuhlu at 047 489 5800/ 5809

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IMPORTANT NOTICE TO APPLICANTS: Mbhashe Municipality Council is committed to the provisions of Employment Equity Act No 55 of 1998 for the advancement of previously disadvantaged and disabled persons. Should the candidates not be informed of the outcomes of their applications within 30 days after the closing date, they may regard themselves as having been unsuccessful.

Shortlisted candidates will be subjected to qualifications verification process, security vetting

Date advertised: 25 June 2025

Closing Date: 08 July 2025 not later than 15H30

Should you be interested in the post, please visit Mbhashe Local Municipality website at www.mbhashemun.gov.za.

Recommended by: _____

N.MAHLATI-NKUHLU

SENIOR MANAGER: CORPORATE SERVICES

Approved by: _____

M.NAKO

MUNICIPAL MANAGER

Date: 23/06/25



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