



EXTERNAL ADVERTISEMENT

The **Westonaria Local Municipality** invites external suitably qualified candidates to apply for the following position.

DEPARTMENT: FINANCIAL SERVICES

SECTION: SUPPLY CHAIN MANAGEMENT

POSITION: MANAGER - SUPPLY CHAIN MANAGEMENT
TASK GRADE 15: R358 344.00 – R465 212.00 per annum

Key Performance Areas:

- Ensure the development of applicable policies to ensure compliance with supply chain legislations
- Implementation of the demand and acquisition management in the SCM process.
- Develop system to ensure effective procurement process.
- Plan organisational demands and ensure that they are fulfilled.
- Report on regular basis on the compliance to SCM policy.
- Assist the user departments in ensuring effective and efficient service delivery.

Requirements:

- B Com Logistics or equivalent supply chain management qualification
- 5 years' relevant experience
- Computer literacy
- A valid driver's licence
- The ability to work independently
- Management and supervisory skills
- Accuracy and attention to detail
- Comply with minimum competency requirements
- In-depth understanding of public sector supply chain management
- Good communication and presentation skills.



POSITION: MANAGER – BUDGET OFFICE
TASK GRADE 15: R358 344.00 – R465 212.00 per annum

Key Performance Areas:

- Ensure the development of applicable policies to ensure tight fiscal control
- Analyse and guide the collection and interpretation of information with respect to projections/estimates of income and expenditure.
- Peruse the Departmental Capital and Operating Budgets draft, commenting on specific provisions based on trends and critical deliverables encapsulated in the Municipality's IDP
- Apply approved sequences to compile and balance the Capital and Operating Budgets, undertake specific processes and procedures to correct errors and capture the approved Budget into the Financial System
- Prepare the Adjustment Budget in view of material under-collection, availability of additional revenue, unforeseeable and unavoidable expenditure, unspent project funds, vote transfers, etc •
- Support specific adjustments with explanations detailing the impact on the immediate, short- to long-term financial year budgets, Prepare Monthly financial reports and quarterly reports. Report monthly and quarterly to National Treasury and Provincial Treasury.
- Compilation of Annual Financial Statements.
- Coordination of the audit process.
- Management of municipal borrowing and investments.
- Reconciliation of the general ledger with sub ledgers.
- Cashflow Management.

Requirements:

- B Com Accounting or equivalent financial qualification, Completed articles.
- 5 years' relevant experience
- Computer literacy
- A valid driver's licence
- The ability to work independently
- Management and supervisory skills
- Accuracy and attention to detail
- Comply with minimum competency requirements
- In-depth understanding of National Treasury Budget Reform
- Good communication and presentation skills.



DEPARTMENT: CORPORATE SERVICES

SECTION: ADMINISTRATION

**POSITION: SENIOR OFFICER: COMMUNICATIONS, MARKETING & CUSTOMER RELATIONS
MANAGEMENT INCLUDING EVENTS COORDINATING
TASK GRADE 12: R245 208.00 – R318 276.00**

Job Purpose

- Lead and direct the Communications, Marketing and Customer Relations Management Unit by way of reconstruction and/or maintenance of Communication Processes i.e. verbal, written, electronically, etc within Westonaria Local Municipality and ensure that transformation of legislation in relation to communications is understood and implemented.

Key Performance Areas:

- Implement, maintain and revise the adopted Communication Strategy, Policy and Procedure in alignment with provincial and national strategies;
- Develop Communications Action Plans and performance monitoring mechanisms for implementing these communications programmes;
- Plan, monitor and control the communication budget;
- Develop term of references for supply chain requirements;
- Lead and direct both external and internal communication programmes for the Municipality
- Develop communication bulletins, information booklets and electronic communication resources;
- Liaise with media and governmental departments;
- Initiate and provide editorial expertise for publications, translation of relevant publications or documents;
- Create partnership with appropriate institutions, such as television broadcasting houses, print media houses and radio stations;
- Compile speeches for Executive Mayor, Councillors and Municipal Manager;
- Accompany both Executive Mayor, Councillors and Senior Management in instances where high level presentations are to be made;
- Provide communication training and empowerment either internally or source external support and develop training manuals for communication;
- Establish a central communication station where the community and staff views can be submitted in writing in support of satisfactory levels in terms of service delivery;
- Establish an Internal Communication Technical Working Group and coordinate processes emanating from this platform;
- Represent Westonaria Local Municipality at the West Rand District Communicators Forum and other communication platforms;
- Endeavour marketing opportunities for Westonaria Local Municipality;
- Reconstruct and maintain Social Media as a communication platform, the official Website in



support of legislative compliance and communication platform and the Intranet as an internal communication segment in partnership with ICT;

- Coordinate organisational, provincial and national events, running of road shows, campaigns, exhibitions and public meetings;
- Acting as the Spokesperson for Westonaria Local Municipality.

Requirements:

- 3 Years National Diploma in Communications and/or Degree in Communications Science.
- At least 5 years relevant experience in Communication and Marketing.
- Good report writing, communication and presentation skills
- Good interpersonal relations
- Journalistic aptitude
- Bilingualism – high command of English
- Computer literacy`
- Writing skills
- Valid 08/10 Driver's Licence.

DEPARTMENT: COMMUNITY SERVICES

SECTION: SRACLIS

**POSITION: RE- ADVERTSMENT – LIBRARIAN VENTERSPORT
CONTRACT UP TO JUNE 2016 - R17 038.00 pm)**

KEY PERFORMANCE AREAS:

- Rendering a customer focused service by coordinating and controlling the activities, procedures and outcomes associated with the provision of a comprehensive Library and Information Service to the community's
- Coordinates and controls tasks/activities associated with managing personnel performance, productivity and discipline;
- Promotes reader awareness and supports reader needs;
- Coordinates specific administrative functions and reporting requirements associated with operational key performance and result indicators;
- Capturing and cataloguing resources;
- Asset verification.

REQUIREMENTS:

- BBIBL. or Diploma in Library and Information Studies;
- Computer literacy;
- 3 Years library experience;
- Knowledge of SIRS I System
- Code 8 driver's license.

Application letters specifying the post applied for accompanied by CV, ID and Drivers' License must be submitted to:

Manager: Human Resources

Hand delivery

Postal address

2st Floor East Wing

P O Box 19

Municipal Offices

Westonaria

WESTONARIA

1780

Enquiries: Human Resources Section

Mr Xolile Lokwe - 011 278 3027 Or Ms Nokwazi Bovungana - 011 278 3035

WESTONARIA LOCAL MUNICIPALITY IS AN EQUAL OPPORTUNITY EMPLOYER AND RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT. APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE WESTONARIA LOCAL MUNICIPALITY'S RECRUITMENT AND SELECTION POLICY.

1. *Applications will not be acknowledged and only short listed candidates will be invited for interviews.*
2. *Canvassing, fraudulent qualifications, information and documentation will immediately disqualify any applicant.*
3. *If you do not receive a response within 3 months from the closing date, please accept that your application was unsuccessful.*

CLOSING DATE: 13 NOVEMBER 2015 AT 12H00



T.C. NDLOVU

MUNICIPAL MANAGER

NOTICE BOARDS

