



City of people ON THE MOVE

DIRECTORATE: ELECTRICAL AND MECHANICAL ENGINEERING

DIVISION: MECHANICAL ENGINEERING
UNIT: GARAGE AND MECHANICAL WORKSHOP
POSITION: ASSISTANT DIRECTOR: GARAGE AND MECHANICAL WORKSHOP
(RE-ADVERTISEMENT)

Salary • R418 224.00 – R420 276.00 per annum (Post Level 3)

Qualifications: •BSc/B.Tech or National Diploma in Mechanical Engineering.

Requirements: •Minimum 5 years' relevant experience in an automotive/fleet environment, of which 3 years should have been in a local municipality, preferably with mechanical engineering and fleet management environment •Valid Code B driver's license •Computer literacy (MS Office applications).

Key performance areas: •Manage the municipal fleet and mechanical workshop facilities •Act as proxy for council vehicle fleet in terms of the Road Traffic Act •Responsible for safety management for all fleet depots in terms of OSHAAct •Budget development, implementation and control •Vehicle fleet and equipment hiring and leasing contracts •Development and implementation of scheduled preventative maintenance plan on water and sewage plant facilities •Evaluation of tenders for Mechanical Workshop and Fleet services •Provide technical advice and make recommendations to other departments regarding the vehicle fleet as well as water and sewage plants •Attend relevant sub-committee meetings, submit reports regarding vehicle acquisition and disposal and report on the status of mechanical, plant and vehicle assets •Monitor staff performance by liaising with supervisors, and identify training and development needs for staff members.

DIRECTORATE: MACRO CITY PLANNING AND DEVELOPMENT

DIVISION: LOCAL ECONOMIC DEVELOPMENT
UNIT: FRESH PRODUCE MARKET
POSITION: MARKET MASTER

Salary •R418 224.00 – R420 276.00 per annum (Post Level 3)

Qualifications: •Relevant Degree/National Diploma in Financial and/or Marketing Operations Management.

Requirements: •Minimum 5 years' relevant experience in an Administrative/Financial/Security and/or Marketing Operations environment •Valid Code B driver's license •Willing and able to work outside of normal working hours •Computer literacy (MS Office applications).

Key performance areas: •Ensure effective financial, security, operations and administrative functioning of the Fresh Produce Market •Align market strategies with that of the municipality •Ensure an acceptable working environment for staff, buyers, agents and the public •Apply all legal and environmental requirements for operating a municipal fresh produce market •Monitor staff performance by liaising with supervisors, and identify training and development needs for staff members.

DIRECTORATE: FINANCIAL SERVICES

DIVISION: SUPPLY CHAIN MANAGEMENT
UNIT: DEMAND MANAGEMENT
POSITION: DEMAND MANAGEMENT OFFICER (RE-ADVERTISEMENT)

Salary •R295 728.00 – R326 508.00 per annum (Post Level 6)

Qualifications: •Matric with Accounting or Relevant Degree/National Diploma in Financial Management.

Requirements: •Degree/Diploma with minimum 1 years' relevant experience in a municipal supply chain management environment, or 2 year's supply chain management with CPMD, or Matric plus 4 year's relevant experience, of which 2 years must have been as a demand management officer coupled with at least 5 years municipal finance experience •Project management certificate •Preferential procurement certificate •Fraud and Corruption certificate •Supply Chain Management Certificate •Computer literacy (MS Office applications).

Key performance areas: •Manage and lead the department in administrative functions including performing regular needs analysis, commodity/financial/spend analysis, procurement planning, supplier database management, and development and submission of monthly, quarterly and annual reports •Control the activities of the department by ensuring adherence to applicable legislation •Assist with development of SCM policies and procedures •Assist with developing, drafting, formulating and review of policies, procedures and manuals relating to the SCM function, including dealing with bid documents, attending meetings and providing relevant information to be placed on the municipal website •Provide regular management reports •Provide support to various municipal departments on issues of procurement, contracting and tendering.

CLOSING DATE: 30 SEPTEMBER 2016

Cv's must be accompanied by a completed application form, which is available for download from the municipality's website www.matlosana.gov.za under vacancies. Certified copies of original documentation must be attached to the CV. If interested, you are requested to submit a complete Curriculum Vitae at Human Resource Services Unit, Room 3, Ground Floor, Civic Centre, OR Tambo Avenue, Klerksdorp. Alternatively, CV's may be mailed to: Recruitment Unit, HR Department, P.O. Box 99, Klerksdorp, 2570. Enquiries can be made with **Mr. G Pakade** and **Mr I Modise** (Personnel Officer) at **018 487 8095/8336**. Suitably qualified and/or experienced persons with disabilities are encouraged to apply.

The City of Matlosana is an Equal Opportunity Employer.

If you have not been informed by the City Of Matlosana within three months of the closing date of this advert, you may accept that your application has been unsuccessful.

Civic Centre
P.O. Box 99
KLERKSDORP
2570

SG MABUDA
ACTING MUNICIPAL MANAGER

Notice No. 133/2016