GREATER TZANEEN Municipality

VACANCY

The following position is being advertised and applicants are invited to apply.

BUDGET AND TREASURY DEPARTMENT

1 X ASSISTANT SCM OFFICER (DEMAND)
(Job Id Number. 3/5/0/005)

Salary: R 506 779.92 per annum (Job level 6)

The job purpose of the Assistant SCM Officer is to administer Demand and Logistics Services.

Key performance areas: The Assistant SCM Officer must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲Facilitate activities associated with the processing/updating of Supply Chain information. ▲Execute applications associated with demand and appointment process▲Supervise activities of staff.▲ Perform general office administration to ensure the effective and efficient administrative support service.

Requirements: ● Grade 12 ● National Diploma in Supply Chain Management or relevant qualification, ● Driver's license ● Two (2) years' relevant experience.

Applications on the compulsory prescribed application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV and copies of certified certificates and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases.

Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

Closing date 17 February 2023 at 15:00   Enquiries: Mrs H Maake (015) 307 8284/ 8006

Greater Tzaneen Municipality is an equal opportunity employer and as such will observe the requirements of the Employment Equity Act and its EE Plan.

D. MHANGWANA – MUNICIPAL MANAGER