

## Internal Vacancy



# EMADLANGENI MUNICIPALITY

Emadlangeni Municipality, as an equal opportunity, affirmative action employer, with its legislative and executive seat in Utrecht, invites suitably qualified candidates to apply so as to fill the following vacant position:

## DEPARTMENT: BUDGET AND TREASURY

## PERMANENT POSITION: SCM CLERK

**Basic Salary: R105 529.08**

### Requirements:

- a) National Diploma in Accounting or relevant equivalent three year Financial qualification.
- b) Between 1 and 2 years' experience in Supply Chain within Local Government.

### Recommendation

- Applicants may have completed or studying towards Municipal Finance Management Programme or Certificate Programme in Management Development for Municipal Finance.

Reporting directly to the Manager: Finance, the successful candidate will perform, among other things, the following duties:

- Attend to specific control sequences and file bid documents applying to specific document control guideline to facilitate retrieval during enquiries.
- Source suppliers and place orders against confirmed requisitions and interacting and establishing the status of orders.
- Set up quotations and forward to suppliers listed on the database and
- Communicate with suppliers, establishing the status of orders and expected delivery dates and/or prioritising requirements for delivery in accordance with internal needs.

**Detailed Curriculum Vitae, accompanied by the covering letter and certified copies of qualifications can be forwarded to the Municipal Manager Emadlangeni Municipality 34 Voor Street Utrecht 2980 or P O Box 11 Utrecht 2980. For further information you may contact the Human Resources Office at 034-331 3041.**

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 30 days of the closing date, you should consider your application as having been unsuccessful.

- The Department: Corporate Services will not take responsibility for information not mentioned in the submitted application.
- **NO** late applications will be accepted.
- **NO** e-mailed or faxed documents will be accepted.
- The Department: Corporate Services will not be held responsible for lost applications unless proof of submission can be supplied.
- All applicants may be required to undergo proficiency test.
- **NO** application shall be considered without certified copies of original documents.
- Emadlangeni Municipality adheres to the provisions of the Employment Equity Act to ensure the representivity through the process of affirmative action.
- Reference checks will be done.
- Applicants may be subjected to a vetting process.
- Only Foreign qualifications accredited by the South African Qualification Authority will be considered.

**CLOSING DATE: 12 January 2018 at 12:00pm**

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***MR L.C.T NKOSI***  
***ACTING MUNICIPAL MANAGER***