



DIRECTORATE : HUMAN RESOURCES
Strategic Executive Directorate : Corporate Services

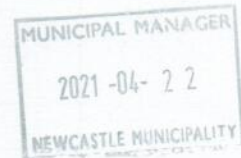
TO : Acting Municipal Manager
SED : Development Planning & Human Settlements
SED : Budget and Treasury Office
SED : Technical Services
SED : Corporate Services
Acting SED : Community Services
Chief Audit Executive

FROM : SED : Corporate Services

REF NO : HR 5/3/2/1

ENQUIRIES : A Taljaard

DATE : 21 April 2021



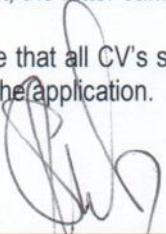
INTERNAL MEMORANDUM

HR CIRCULAR NO. 13/2021 : ADVERTISEMENT OF VACANCIES


Attached please find an advertisement for vacancies for distribution to all personnel in your department.

Please note that receipt of all internal applications for vacancies must be acknowledged by the Human Resources department, the latter cannot be held responsible for any application that might go amiss.

Kindly note that all CV's submitted by hand to the Human Resources Department will be signed for as proof of receipt of the application.


S S RADEBE
DIRECTOR : HUMAN RESOURCES


DR N Y MBATHA-MAHLUBI
SED : CORPORATE SERVICES


MR V GOVENDER
ACTING MUNICIPAL MANAGER

NEWCASTLE MUNICIPALITY VACANCIES

The following vacancy exist in the department as mentioned hereunder :-

DEPARTMENT : BUDGET AND TREASURY OFFICE

ACCOUNTANT : DEMAND MANAGEMENT : POST ID : BTO23

Position	ACCOUNTANT : DEMAND MANAGEMENT
Remuneration	R422 532,59 per annum (Task Grade 13)
Qualifications	<ul style="list-style-type: none"> • Grade 12 • National Diploma or Degree in Supply Chain Management or any other relevant qualification • Driver's license
Experience	<ul style="list-style-type: none"> • 3 – 4 Years' supply chain experience
Responsibilities	<p>DEMAND ACCOUNTANT – INITIATING PROCUREMENT PROCESS</p> <p>The main objective for the official in charge is to provide support to the Senior Demand accountant by performing the below duties :</p> <ul style="list-style-type: none"> • Ensure that goods/services required by the institution are linked to strategic objectives • Promote highest ethical standards when dealing with suppliers and other role players • Ensure that preference is given to local enterprise when sourcing goods and services through suppliers database • Assess specifications to ensure they conform to five pillars of SCM : ethics, fair dealing, equity, transparency, competitiveness and cost effectiveness when sourcing goods/services • Capture all the submissions (specifications or terms of reference) on Phoenix Financial Management System and source the relevant financial comments • Determine the best optimum method of fulfilling the need thereafter obtain the relevant approval before calling of tender offers • Update the captured database applications forms and ensure that accreditation requirements have been attained • Assist the Senior Accountant Demand on demand related issues • Ensure enforcement of the regulatory framework associated with the procurement and provision of goods or services <p>DEMAND ACCOUNTANT – ANALYSIS AND REPORTING</p> <p>The basic responsibilities are mainly filing, recording and general administration duties which includes the following :</p> <ul style="list-style-type: none"> • Receive and capture database application forms and ensure that accreditation requirements have been attained • Receiving and recording of all requirements with the rand value exceeding R 2 000.00 except for below item which may qualify for verbal or petty cash process • Capturing of database application forms and ensure accreditation criterions are attained as well as meeting the National / Provincial treasury on restricted vendors (not allowed to do business with the state) • Recommend accredited suppliers to acquisition officials for sourcing of quotations and ensure every vendor is given an opportunity • Issuing tender numbers for all projects with the rand value exceeding R 200 000.00 • Compile a BSC agenda and call for BSC meeting. Sit as a secretariat on Bid Specification Committee for items with the rand value above R 200 000.00 and thereafter circulate minutes for confirmation purposes • Compile all the relevant documents in terms of execution of demand functions :

	<ul style="list-style-type: none"> - Internal controls check-up sheets / compliance sheets - Memo of approvals on all projects with the rand value exceeding R 200 000.00 • Compile a progress report for items under Demand Management Section and submit a progress reports thereof • Handing over of all executed items under demand management section to acquisition section • Responsible for handling incoming and outgoing items within the Demand Management Unit
Where advertised	<ul style="list-style-type: none"> • Internal / Newcastle Advertiser / Newcastle Municipal Website

Detailed CV's can be placed in the box with the Security : Rates Hall, Tower Block, 1st Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For full details on these vacancies go to www.newcastle.gov.za. For further information you may contact the Strategic Executive Director : Budget and Treasury Office, Mr S M Nkosi at 034 – 328 7752.

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
- The Directorate : Human Resources will not accept responsibility for information not mentioned in applications.
- **NO** late applications will be accepted.
- **NO** e-mails or faxes will be accepted.
- The Directorate: Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.
- All applicants may be required to undergo a proficiency test.
- **NO** applications shall be considered without certified copies of the original documents of qualifications.
- The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representativity through the process of affirmative action.
- It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.
- Applicants must have no criminal record or pending criminal/departmental or civil cases. The candidate will be required to disclose all financial interest and will be subjected to competency assessment.
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- Applicants should be a South African citizen or permanent resident.
- **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

NB : AFRICAN FEMALES ARE ENCOURAGED TO APPLY.

CLOSING DATE : 21 MAY 2021