



Uthukela District Municipality as an equal opportunity employer, situated in Ladysmith invites suitable qualified candidates to apply for the challenging and dynamic position of:

DEPARTMENT OF THE MUNICIPAL MANAGER

MANAGER IN THE OFFICE OF THE MUNICIPAL MANAGER X1 PERMANENT

SALARY: R 920 622.00 PER ANNUM

REQUIREMENTS :- Grade 12

Bachelor's degree in public administration / finance / business management / Management sciences/ law / performance management.

Computer literacy (with excellent Excel, Word and PowerPoint skills)

Valid Code B driver's license.

The NQF Level 8 in Management Science and qualification prescribed by the Minimum Competency Regulations (CPMD/MFMP) will be an added advantage

Five (5) years' relevant experience of which three (3) years' experience must be at middle management preferably in Local Government

Other Requirements: Knowledge and understanding of Local government legislation and policies
Knowledge of planning procedures, strategy planning and monitoring
Good writing and presentation skills • Strategic direction and leadership skills

RESPONSIBILITIES:

- Assume responsibility over programmes in the Municipal Manager's Office; Assume responsibility for responsive and efficient operations in departments and monitoring of delivery service. Integrated development planning (IDP); Development of strategies and implementation; Human resources management; Financial management. Oversee enterprise risk management, internal audit and legal services.
- Operationalize the strategic focuses of the Municipal Manager and monitor the implementation by Departments
- Assist in monitoring legislative compliance by Departments.
- Monitoring the implementation of Council Resolution.
- Assist in monitoring the implementation of high level SDBIP by departments.
- Provide secretarial function to the Municipal Manager at high level meetings.
- Facilitate speedy responses to enquiries received via office of the Municipal Manager Assist in monitoring legislative compliance by Departments.
- Manage and maintain a high standard of professionals within the office of the Municipal Manager.
- Supervision of personnel in the office of the Municipal Manager.
- Manage communication in the Municipal Manager's office.
- Information management and dissemination.
- Prepare reports for the municipal manager.
- Serve as link between Political Offices in receiving service delivery complaints and ensure attendance thereof
- Stakeholder relations management.
- Advice the municipal manager on critical compliance matters'
- Prepare high-level presentations'

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, car allowance and housing subsidy, etc.

FINANCIAL SERVICES DEPARTMENT

SCM MANAGER X1 PERMANENT

SALARY: R 748 163.00 PER ANNUM

REQUIREMENTS :- Grade 12

National Diploma: Supply Chain Management, Accounting, or relevant qualification with NQF Level 6
NQF 6 Certificate in Minimum Competency Levels Regulations (MFMP / CPMD).

4 year experience in Supply Chain Management

RESPONSIBILITIES:

- Overall management and administration of Supply Chain Management Systems.
- Establishing an effective demand management system.
- Co-ordinate the disposal of municipal goods no longer needed and or redundant in consultation with asset management section.
- ~~Supervise stores administration~~
- Plan and monitor the Municipality's tender processes in terms of the entire project within the Municipality's Integrated Development Plan.
- Establish through operational procedures, an effective system of acquisition management.
- Establish and manage an effective internal monitoring system in order to determine on the basis of a respective analysis whether the authorized supply chain management processes were followed and the desired objectives achieve.
- Manage the receipt of tender/bid reports by departments and oversees the compilation of the Bid Adjudication Committee Agenda for consideration by the Bid Adjudication Committee.
- Preparing and monitoring of the annual procurement plan and its implementation to be in line with SDBIP.
- Evaluating tender procedures, assesses supply chain performance, compiles and interprets management reports and manages risks and corruption prevention.
- To ensure compliance with all related legislation especially MFMA, SCM regulations, Municipal Systems Act, Municipal Structures Act, PPPFA, BEE and other related.
- Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/counselling and/ or other approved methods designed to improve and motivate personnel.
- Participating in bid committee meetings as per appointment letter on bid committees.
- Administering concluded contracts, interacting with Departments to establish conformance with specifications, terms and conditions and related legal aspects and informing the immediate superior of non – compliance or conflicting issues requiring remedial action.
- Applying administrative control procedures with respect to the identification, verification and referral of items for disposal to committees, seeking approval and arranging agreed to mechanisms (sale/ auction).
- Administer development and signing of contracts / service level agreements
- Preparing appointments of Bid Committees
- Participating in meetings and providing information on specific Supply Chain processes and procedures.
- Attending trade shows, product demonstrations to keep abreast of technological changes and improvements to specifications to help improve efficiencies and save cost.
- Meeting and / or interacting telephonically with Sales personnel to seek information on pricing, product availability or introduction of new product ranges.
- Conducting supplier audits and evaluations to ascertain applicability and adherence to standards and regulations.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, car allowance and housing subsidy, etc.

**REVENUE MANAGER X1
PERMANENT
SALARY: R 748 163.00 PER ANNUM**

REQUIREMENTS :- Grade 12

Bachelor of Commerce Degree in Accounting and/or Financial Management.
3 years' related experience

RESPONSIBILITIES:

- Manage and control the capital and operational budget of the Unit to ensure effective and efficient functioning within budgetary constraints of Council.
- Draw up strategic business plans for the Revenue Management Unit to ensure that business planning of the unit is aligned to Councils and Directorates strategic objectives/priorities
- Plan and forecast on short, medium and long term organisational and personnel needs which includes compiling and developing Standard Operating Procedure (SOP's) activities
- Monitor that policies and decisions of the unit are implemented in a most functional and effective way
- Represent the Revenue Management Unit in all meetings and forums to ensure good flow of information
- Communicate with key clients and other stakeholders on their needs and resolve and respond to their queries
- Attend meetings within the directorate and with Council
- Analyse trends, operating requirements and prepare capital and operating plans/estimates to determine funding for the financial year
- Evaluate the unit's performance against the approved budget and addressing deviations/variances
- Authorise payment vouchers, requisitions, etc. regarding expenditure as delegated
- Prepare and present reports to the council detailing the status of expenditure and availability of funds for current and short term interventions

- Request virement of funds from the immediate superior and preparing motivational reports for submission to the Council for approval
- Manage the revenue management unit at head office and satellite offices and set the necessary rules and regulations in place to ensure proper and effective client services, revenue collection, credit control and debt collection
- Put processes in place to ensure timeous billing and rendering of accounts
- Handle escalated client queries
- Maintain and manage the financial administration of the valuation roll to ensure the recovery of basic charges and assessment rates
- ~~Manage the debtor services for both metered and unmetered services~~
- Study trends and provide forecasts on collections and other services and propose changes when needed
- Advise the CFO and council on revenue management issues and general administration
- Investigate and comment on reports submitted to council, which have a financial implication
- Monitor transactional sequences associated with revenue management
- Manage special projects/ programs in the revenue services
- Responsible for Cash Management and banking services and accountability.
- Prepare and present the revenue management operational plans and reports to sub-committees, strategic management planning workshops and discussion groups
- Schedule and monitor month end and year end procedures to ensure reporting takes place as prescribed in terms of legislation and guidelines
- Identify designated staff responsibilities, authority and personal performance measurement criteria
- Evaluate individual and team performance, and address deviations from agreed performance indicators
- Address workplace conflict through the initiation and coordination of consultative processes and implementation of appropriate disciplinary procedures.

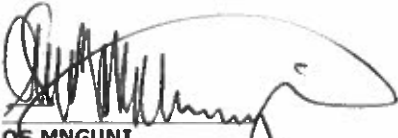
CLOSING DATE : **05 DECEMBER 2025**
ENQUIRIES : **HUMAN RESOURCES: 036 - 6385100**

All applications must be on a prescribed Application Forms available on our website (www.uthukeladm.co.za), together with comprehensive CV and Certified copies of qualifications, ID copies and drivers' license to be forwarded to: The Municipal Manager, UTHUKELA DISTRICT MUNICIPALITY, P O BOX 116, LADYSMITH 3370.

Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application as unsuccessful.

Uthukela District Municipality adheres to the National Employment Equity Act and preference will be given to appointments that assist in achieving current targets (women representation and persons with disabilities) of the municipality.

The Municipality reserves the right not to appoint.


O.S. MNGUNI
GENERAL MANAGER CORPORATE SERVICES

Supported / ~~Not Supported~~


B.W. NDLOVU
ACTING CHIEF FINANCIAL OFFICER

Supported / ~~Not Supported~~


E.S. SHIBI
MUNICIPAL MANAGER

Approved / ~~Not Approved~~