



OFFICE OF THE MUNICIPAL MANAGER

INTERNAL & EXTERNAL ADVERTISEMENT:

Thabo Mofutsanyana District Municipality, with its sitting in Phuthaditjhaba, Free State Province, an equal opportunity employer which subscribes to the principle of the Employment Equity Act invites suitable candidates who meet the requirements to apply for the following advertised positions.

1. INTERNAL & EXTERNAL

| DEPARTMENT | OFFICE OF THE MUNICIPAL MANAGER |
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| POST | SUPPLY CHAIN MANAGER |
| SALARY AND BENEFITS | TASK LEVEL 16- Notch 6 -R 61 916.91 (Category 2 Municipality) BENEFITS-PENSION FUND, CAR ALLOWANCE, CELLPHONE ALLOWANCE AND MEDICAL AID |
| PERIOD OF EMPLOYMENT | PERMANENT (Probation - 6 months) |
| REQUIREMENTS | <ul style="list-style-type: none"> • Grade 12 • Relevant 3-year Tertiary qualification, preferably in Supply Chain Management or equivalent qualification. • Computer Literacy: MS Office • A valid driver's license. • 3-5 years' experience serving in supply chain management |
| KEY RESPONSIBILITIES | <ul style="list-style-type: none"> • Conduct Supply chain management policy review, procedure manual, standard operating procedures, and its implementation. • To monitor the implementation of the supply chain management policy and any authorized and lawful amendments thereto. • On approval by the relevant authority, serve and advise in the municipality bid committee. • Ensure that bid administration is managed in accordance to supply chain management policy. • Attending to the verification and pre-qualification of persons/companies participating in the bidding process. • Forwarding outcomes to Committees (Evaluation or Adjudication) for assessment, providing input into the purchasing of commodity or observing conformance with laid down procedures. • Monitoring the status of records associated with the assets of the Municipality, applying internal control procedures to check, verify, update, and maintain acquisition, valuation, and location details. |

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| | <ul style="list-style-type: none">• Monitor expenditure and align to the SDBIP.• Assist with the adjustment budget.• Validating and signing of invoices for SCM unit prior to payment. |
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Applications with comprehensive CV's and certified copies of qualifications must be forwarded to below address or be hand delivered at Room 210 to Corporate Services Secretary:

The Municipal Manager

Thabo Mofutsanyana District Municipality

Private Bag x 810

Witsieshoek

9870

N.B

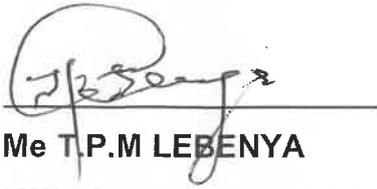
- Communication will be entered into with short listed candidates only.
- Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months after the closing of the advertisement, please consider your application as unsuccessful.
- It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualification Authority (SAQA) and to attach proof thereof.
- Please do not send original documents.
- TMDM Application for employment form is obtainable on our website: www.thabomofutsanyana.gov.za, under vacancies.
- Canvassing of employees or other members of the Council or any Committee of the Council directly or indirectly for any appointment under the Council shall disqualify the candidate concerned for that appointment.

Enquiries: Me M.E Ngobese (Human Resources Manager)

058 718 1000/1069 or email: malef@tmdm.gov.za



CLOSING DATE FOR THE POSITION: 13 FEBRUARY 2026 at 16:00



Me T.P.M LEBENYA

MUNICIPAL MANAGER

DATE: 27/01/26

