



VICTOR KHANYE

LOCAL MUNICIPALITY – PLAASLIKE MUNISIPALITEIT

INTERNAL & EXTERNAL ADVERTS

Publication Date: 03 October 2025

Closing Date and Time: Wednesday 22 October 2025 at 10h00 am

The Victor Khanye Local Municipality as an equal opportunity employer is committed to achieving equity in employment in respect of disability, race and gender as envisaged in the Employment Equity Plan of this municipality.

N.B. Women and people with disability are encouraged to apply.

The principle of recognition of prior learning being amongst other having relevant experience and complying with a required competency level is subject to the submission of a certificate issued by the relevant Seta herein practiced by this municipality.

N.B: APPLICATIONS are hereby invited from suitably qualified candidates that conform to the qualifications and requirements as stated in the recruitment advert here under to apply for the under mentioned positions:

1. CORPORATE SERVICES

DIRECTORATE	CORPORATE SERVICES
REFERENCE NO	DMLS/01/10/2025
POSITION	DEPUTY MANAGER: LEGAL SERVICES
SALARY AND BENEFITS	➤ T15 N1 R51 216.00 P.M PLUS 750 KM TRAVELLING ALLOWANCE ➤ Housing subsidy ➤ Medical Aid Subsidy ➤ Group Life Insurance
EMPLOYMENT STATUS	Permanent subject to probation period of six (6) months
REQUIREMENTS	➤ Grade 12, ➤ A relevant 3-year tertiary qualification preferably a B Degree in law (LLB advantageous); and Computer literacy: MS Office. ➤ At least 5 year's legal experience in a municipal environment 4 of which must have been in a managerial capacity ➤ Management Development for Municipal Finance (CPMD) in line with minimum competency requirements as per Notice no R493 in Government Gazette 29967 of 15 June 2007 will be an added advantage ➤ Valid driver's licence

COMPETENCIES	➤ Verbal and written communication skills in English and at least one other official local language. ➤ Computer literacy and excellent report writing skills. ➤ Understanding of public sector procurement processes, municipal and administrative law as well as administration of by-laws and delegation of powers and related matters. ➤ A sound knowledge of the Municipal Systems Act, Municipal Finance Management Act, the Preferential Procurement Policy Framework Act, the Supply Chain Management Regulations, Labour Relations Act and other applicable local government legislation
KEY PERFORMANCE AREAS	➤ Manage litigations and all legal matters of the Municipality ➤ Provide legal advice to Management and Council ➤ Provide general legal and administrative direction in the unit. ➤ Prepare legal reports as and when required ➤ Interact with external legal advisors of Council with regard to litigations and any other legal matter ➤ Analyse all legal documents and information and advice accordingly ➤ Ensure that legal documents are attended to timeously e.g. summons and affidavits ➤ Provide legal support to Departments within the Municipality

2. BUDGET AND TREASURY	
REF NO:	ASM SCM01/10/2025
DIRECTORATE	BUDGET AND TREASURY
POSITION	ASSISTANT MANAGER:SUPPLY CHAIN MANAGEMENT
PERIOD OF EMPLOYMENT	PERMANENT SUBJECT TO PROBATION PERIOD OF SIX (6) MONTHS
SALARY AND BENEFITS	➤ T13 N1 R39 455.00 p.m ➤ 650 km Travelling Allowance ➤ Housing subsidy ➤ Medical Aid Subsidy ➤ Group Life Insurance
QUALIFICATIONS AND REQUIREMENTS	➤ Grade 12; ➤ A relevant 3 Year Tertiary qualification, preferably in SCM / Logistics /Procurement; and ➤ Computer literacy: MS Office. ➤ 3 - 5 years' relevant experience across SCM processes including 2 years of supervisory experience. ➤ Drivers Licence Code EB
KEY PERFORMANCE AREAS	➤ Establish an effective demand management system for the municipality ➤ Develop, draft, formulate review policies and Procedure management related to SCM ➤ Ensure compliance with all related legislation especially MFMA, SCM Regulations etc ➤ Assist the CFO with controls and monitoring for SCM Section ➤ Evaluating and assessing supply chain performance, compiling and interpreting management reports and managing risks and corruption prevention. ➤ Reviewing monthly the performance of the department to ensure, on time service delivery to departments, compliance with the service level agreements, between the Supply Chain Management Department and other departments. ➤ Keeping abreast of relevant Legislation and National Initiatives, suggests amendments to the Procurement Policy and/ or Procurement Mechanisms/ Models. ➤ Monitoring and reviewing performance within the Department by evaluating against targets and standards set, through conducting appraisals to measure performance and objective accomplishments against agreed targets and, reviewing goals and setting new objectives. ➤ Provides expert SCM advice and guidance and support SCM strategy; ➤ Responsible for managing information according to prescribed norms and standards; ➤ May supervise and manage a team responsible for the SCM information / knowledge hub; SCM expert in demand planning, procurement processes, tender processes, logistics and supplier management.

	➤ SCM expert in demand planning, procurement processes, tender processes, logistics and supplier management. ➤ Supports management in the execution of key strategies for the implementation of SCM vision, mission and objectives around all functional areas in the department / directorate; ➤ Support SCM management in ensuring AG findings are interpreted, aligned and effected in the SCM function; ➤ Applicable local government legislation (e.g. MSA, MFMA, PPPFA, etc. and as amended) and relevant National Treasury and other relevant national /provincial government regulations; and SCM policy and supporting guidelines. ➤ Perform any other ad-hoc responsibilities or duties as assigned by management. ➤ (FULL DETAILS ARE CONTAINED IN THE JOB DESCRIPTION)
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Kindly Note (that):

1. **Any canvassing and or attempt thereto will automatically disqualify any candidate from being considered for appointment.**
2. **Applications must be submitted on the prescribed application for employment form which can be obtained from the Municipality's website www.victorkhanyelm.gov.za or Human Resource Office and must be accompanied by a detailed Curriculum Vitae, together with certified copies of all relevant qualifications and or certificates, identity document and valid & unendorsed driver's license to be hand delivered in the Application for Employment Box situated at Human Resource Office Room 13A, Corner Samuel Road and Van der Walt Street, Delmas 2210 or could posted to: P.O Box 6,Delmas,2210 OR alternatively submit to recruitment@vklm.gov.za**
3. **Only posted, hand delivered or emailed applications will be accepted. All applications MUST reach the municipality before the closing date and time to be considered. Late applications and or faxed will not be accepted nor considered.**
4. **Should any applicants not be notified or contacted of the outcome of their application within 30 days of the closing date, they should regard their applications as being unsuccessful. The Council nevertheless appreciate the interest shown by all applicants.**
5. **All Shortlisted Candidate will be subjected to Qualifications and Criminal Record Checks.**
6. **Non-RSA Citizens/Permanent Resident Permit Holders apply must attach a copy of their Permanent Residence Permits to their applications and Should be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).**

7. Further enquiries regarding the above positions can be directed to: The

Executive Director Corporate Services: Ms LM Mahlangu – 013 665 6000

**TM MASHABELA
MUNICIPAL MANAGER
Notice Number 37/2025**