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Tel 013 753 9000  
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## IUCMA Job Advertisement

**Closing date: 26 May 2023**

The Inkomati-Usuthu Catchment Management Agency is a water resources management institution established in terms of the National Water Act (Act 36 of 1998) to perform sustainable and equitable integrated water resource management within the Inkomati-Usuthu Water Management Area (WMA) in Mpumalanga.

Highly motivated and creative individuals who want to join this exciting and rapidly growing institution qualifying on the **minimum requirements stated below** are invited to apply for the following vacancy:

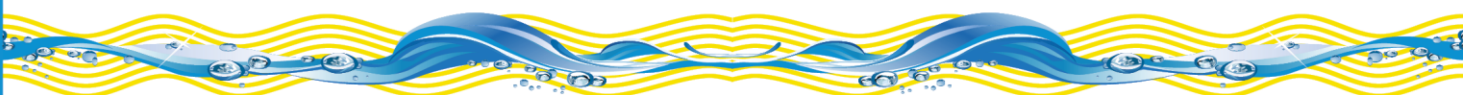
### **ASSISTANT MANAGER: SUPPLY CHAIN MANAGEMENT (CONTRACT MANAGEMENT, LOGISTICS, SCM PERFORMANCE & RISK MANAGEMENT) (NELSPRUIT, HEAD OFFICE)**

#### **Remuneration Package within salary band D1 (Ref no IUCMA/19/23)**

**Requirements:** The candidate must possess a National Diploma/bachelor's degree in supply chain management and Finance related field. Minimum 5 years' experience in Supply Chain Management. A valid driver's license.

**Knowledge, skills and competencies required:** Knowledge of supply chain management, integrity, project management, accuracy and attention to detail. Analytical, time management, decision making skills, conflict management, interpersonal, financial management skills, problem solving skills, result driven, proactive and equipped with interpersonal skills as well as excellent verbal and written communication. The ability to work under pressure and to liaise effectively at all levels.

**Key Performance Areas:** Coordinate demand management processes. Communicate with the divisions on their needs and requirements for compilation of procurement plan for projects. Facilitate appointment of all bid committee members. Ensure compliance and request written explanations for not procuring as planned on the procurement plan. Liaise with Management Accounting regarding budget allocations alignments when need arise. Coordinate acquisition management processes. Ensure compliance to PFMA, Treasury Regulations and other relevant prescripts and to Inkomati-Usuthu CMA policies and procedures in terms of SCM. Facilitate approval of specifications, terms of reference and bid documents. Advertise bids on the Tender Bulletin and Newspapers. Coordinate logistics management processes. Create purchase orders on SAP system. Compile monthly procurement spend report and submit to the Manager SCM/CFO for projects and contracts. Assist auditors with documents required. Coordinate contract management processes. Develop and maintain a contract register for IUCMA. Transfer all awarded bids to Legal division for compilation of Service Level Agreements (SLA) and contract. Facilitate the acceptance and signing of all IUCMA contracts. Serve as a Bid Committees Secretariat. Manage physical, financial, human and information resources within the division.



## INTERNAL AUDITOR (NELSPRUIT, HEAD OFFICE)

### Remuneration Package within salary band C3 (Ref no IUCMA/20/23)

**Requirements:** The candidate must possess a recognized National Diploma in Internal Auditing/ Accounting or relevant qualification. Minimum of three (3) years' audit experience as an Internal Auditor or in Auditing. Registration with IIA(Institute for Internal Auditors). Internal Audit Technician (IAT), the Professional Internal Auditor (PIA)/General Internal Auditor (GIA) or the Certified Internal Auditor (CIA) will be an added advantage.

**Knowledge, skills and competencies required:** Public or operations accounting, Strong Analytical, Internal controls, Report writing, Internal auditing standards and methodologies, Planning and organizing, best business practice, good presentation, PFMA and Treasury regulations, Communication, Computer literacy, Interpersonal skills, Approachable, Attention to detail, Customer focused, Team worker, High level of confidentiality.

**Key performance areas:** Assist in developing the Internal Audit Charter for IUCMA, revise and update annually. Assist in compilation of a 3-year internal audit rolling & annual plan. Assist in the Implementation of the Internal Audit annual plan. Identifies and recommends solutions and/or new operation. Assist in issuing notification letter, pre-audit questionnaire & background of the auditable area to the audit client. Schedule an opening meeting with the audit client. Prepares an engagement letter for the Internal Audit Specialist to issue. Compiles a systems description of auditable areas. Identifies risks and key controls from the systems description process. Interviews personnel on procedures of the assigned area. Prepares an audit Programme according to the audit standards for approval. Participate in engagement meetings with internal stakeholders, take minutes and circulate minutes to all stakeholders. Executes the audit procedures as per the approved audit programme. Conducts audit testing of specified areas and identify reportable issues and dimension of risk. Provides recommendations for improving the Institution's operations, in terms of both efficient and effective performance. Execute audits within the agreed scope, budget and allocate timeframes. Prepares the first draft audit report for review and discusses with relevant audit clients in a closing meeting. Participates in a closing meeting to report on audits findings and to address any issues and receive comments. Produces monthly progress reports. Perform follow-up of audits. Assist in providing advice to stakeholders on receipt of requests within reasonable timelines. Assist in providing management with an independent and objective evaluation of the control environment and evaluates management's control consciousness. Perform adhoc assignments. Provide advisory support to internal and external Stakeholders as appropriate. Determine & Ensure compliance with applicable rules and regulations. legislature, policies, and procedures & Audit Standards.

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The **Inkomati-Usuthu CMA** is an equal opportunity employer and reserves the right not to make an appointment or withdraw the position. It is the institutions' intention to promote equity through the filling of vacancies anticipating meeting all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race; gender and disability status is required.

Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/ asset record check, qualification verification and previous employment verification). The successful candidate will be appointed on a probation of six (6) months and then permanent should all conditions of the probation be satisfied. As these posts are not scarce skills positions, **preference will be given to South African citizens**. Correspondence will be limited to the shortlisted candidates only.



Suitably qualifying candidates should apply as follows: Post or Hand Deliver a comprehensive curriculum vitae (CV) with at least 3 contactable references, certified copies of qualifications, ID and Driver's License (not older than 6 months certification) to: Human Resource Division. All candidates must complete a compulsory IUCMA JOB APPLICATION FORM obtainable from the IUCMA website or at the IUCMA Receptions in Nelspruit, Bushbuckridge and Piet Retief. **NO FAXED AND EMAILED APPLICATIONS WILL BEACCEPTED.** Candidates who graduated must submit certified copies of the qualifications. Candidates still to graduate can submit an endorsed academic record that states completion date of the qualification and the date of the graduation.

Enquiries: Ms. D.S Malumane or Ms. P.Z Tibane on 013 753 9000.

Closing date: 26 May 2023 at 16h00 PM

All applications received after closing date will not be considered.

*If you have not received a response from this institution within **three months or any period determined by the institution subject to the recruitment volume** after the closing date, consider your application as unsuccessful*

