



**PRINCIPAL CLERK: BUYER  
SUPPLY CHAIN MANAGEMENT  
FINANCIAL SERVICES  
REF: FS/SCM/SDM/02**

**Minimum Requirements:** Grade 12 • 2-years' experience in SCM buying environment  
• Computer literacy.

**Other Requirements:** Accuracy and ability to give attention to detail • strong Analytical skills  
• Good interpersonal skills • Numerical skills • Ability to function under pressure • Ability to apply legislative prescripts • Time Management • Excellent report writing skills • Language proficiency in at least 2 of the 3 official languages of the Western Cape (Afrikaans, English, Xhosa).

**Responsibilities/Duties:** Co-ordinate and controls the application of procedures in respect of procurement and/ or purchasing sequences • Processing of Orders from sourcing to approval stage within delegations • Interact with suppliers/ vendors, evaluate, and determine conformity with Council's Supply Chain Policy and Guidelines • Ad Hoc duties • ensure administrative reporting requirements and deadlines are adhered to and Information made available to support the resolution of queries prior to processing supplier invoices.

**Added advantage:** Certificate in Finance / Accounting / Supply Chain Management related field or equivalent.

**Job related enquiries:** Ms. Carlynne Boraine 021 808 8625

**General Enquiries:** Ms. Lucretia Koegelenberg 021 808 8102 or Ms. Evan Williams 021 808 8059

**Salary: R 198 434.91- R 257 510.43**

**Plus benefits**

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*Applications, clearly marked and accompanied by the application form, a comprehensive CV, certified copies of qualifications, licenses and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: [financejobs@stellenbosch.gov.za](mailto:financejobs@stellenbosch.gov.za)*

*Your application must be completed on an official application form of Stellenbosch Municipality and will not be considered if not submitted.*

*Application forms can be found on the Stellenbosch Municipal website <https://stellenbosch.gov.za>*

*Applications for the above-mentioned vacancy must be sent via the given email. If not, it will not be considered. No hand-delivered or posted applications will be considered.*

*Please note: By applying for this position, the candidate consents to verification checks of qualifications, criminal records and must be willing to be subjected to a rigorous evaluation process. Receipt of applications will not be acknowledged and no supporting documentation will be returned. Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.*

**Closing date: 17 February 2025**



*Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website [www.stellenbosch.gov.za](http://www.stellenbosch.gov.za) The Council reserves the right not to make an appointment and to add/amend/change the salary package.*

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