STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

MANAGER: ACQUISITIONS MANAGEMENT
SUPPLY CHAIN MANAGEMENT SERVICES
FINANCIAL SERVICES
REF: FS/SCM/AM/01

Minimum Requirements: A relevant 3-year Tertiary qualification, preferably in SCM / Logistics / Procurement • 8-years or more relevant experience in a Supply Chain Management environment in Local Government of which 3-years at middle management • A valid Code B Driver's license • Completion of MMCL (SAQA qualification ID No. 48965) or should be obtained within 18 months of appointment.

Other Requirements: Computer literate (SAMRAS), including spreadsheets (Excel, MS Word) • Supervisory skills • Ability to work with figures • Ability to work with public • Accurateness • Teamwork • Complete high-volume word under pressure • Systematic approach • Handling conflict • Two of official languages • Negotiation skills • Good interpretation and analytical skills – problem solving • Excellent interpersonal skills • Language proficiency in at least two of the three official languages (English, Afrikaans, Xhosa).

Responsibilities/Duties: Formulate and implement acquisition policies and procedures in accordance with legislation and directives • Managing the process of acquisition management for all procurement • Advising user departments on the appropriate acquisition methods which are in line with the SCM policy • Manage the procurement of goods and services in line with applicable legislation Manage the process of approving formal written price quotation documents to ensure compliance with the applicable legislative framework • Act as a second member to the Bid Specifications Committee and the Bid Adjudication Committee • Ensure that all procurement, as well as the appointment of service providers, is done in the most effective, efficient and consistent manner and in accordance with authorised processes • Provide inputs into reports on supply chain processes and procedures • Oversee the process of procurement of stock items for Municipal Stores in accordance with Council's Supply Chain Management Policy and Stock Management Policy • Serve as Chairperson of the Bid Evaluation Committee.

Job related enquiries: Mr Dalleel Jacobs (021 808 8137)

General Enquiries: Ms. Lucretia Koegelenberg 021 808 8102 / Ms. Evan Williams 021 808 8059
Ms Lisa Patience 021 808 8064

Salary: R 659 008.84 - R 855 441.14 **Plus Benefits**

Note: Both the T-grade and post name is subject to re-evaluation and changes will be implemented on receipt of a T.A.S.K outcome

Applications, clearly marked and accompanied by an application form, a comprehensive CV, certified copies of qualifications 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

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 Councilors 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: 19 May 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. The Council reserves the right not to make an appointment and to add/amend/change the salary package.