STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

# SCM PROFESSIONAL
# SUPPLY CHAIN MANAGEMENT
# FINANCIAL SERVICES
# REF: FS/SCM/TE/03

**Minimum Requirements**: Grade 12 • 3-year Tertiary qualification, preferably in SCM / Logistics / Procurement • 3 - 5 years relevant experience • MMCL (Minimum Competency) or acquire within 18 months of appointment • Valid Code B Driver's License • Computer literacy.

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

**Responsibilities/Duties**: Screening of tenders / contracts secured in determining responsiveness • Evaluation of points scored by responsive tenderers • Ensuring that all tender invitations, tender cancellation and extension of tender closing dates notices comply with the prescribed SCM legislation • Administration of tenders • Tender evaluation • Adhoc duties as it relates to tender administration.

**Job related enquiries**: Ms. Liezel Oliver 021 808 8702

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

**Salary: R 334 250.61- R 433 878.59** **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***

***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 The Council reserves the right not to make an appointment and to add/amend/change the salary package.***