



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

**CHIEF BUYER
SUPPLY CHAIN MANAGEMENT
FINANCIAL SERVICES
REF: FS/SCM/**

Minimum Requirements: A relevant 3-year Tertiary qualification, preferably in SCM / Logistics / Procurement
• 3 years relevant experience with 1 year in a supervisory capacity • A valid Code B driver's license • MMCL (Minimum Competency) or acquire within 18 months • Computer literate in MS Office.

Other Requirements: Must be willing to work outside normal working hours when required and meet deadlines.
• Must work according to strict deadlines, must be honest, fair and responsible and can work in a team.
• Accuracy and ability to give attention to detail • Supervisory skills • Good interpersonal skills • Communication skills • Numerical skills • Language proficiency in at least two of the three official Western Cape languages (Afrikaans, English, Xhosa)

Responsibilities/Duties: Managing of Procurement Administration up to the value of R300 000.00 • Oversight and Compliance of Formal Written Quotation process • Approval and Verification of processes and authorisation of purchase orders in line with SCM regulations and policies • Leadership and Supervisory function in support of the Manager Acquisitions • Internal and External communication with all stakeholders, respond to queries from suppliers, supply information to the Senior SCM Professional and Manager Acquisitions as requested by the Auditor General

Job related enquiries: Ms Liezel Oliver (021 808 8702)

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

Salary: R 440 577,45 – R 571 886,51

Plus benefits

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: 07 October 2026



Stellenbosch Municipality is an Equal Opportunity employer. Appointments will be made in accordance with the Municipality's approved Employment Equity Plan (EE Plan) in terms of section 20 of the Employment Equity Act 55 of 1998. Candidates from the designated groups, especially those with disabilities, are encouraged to apply. Candidates are encouraged to self-identify their designated group status on the application form. 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.
