



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Senior SCM PROFESSIONAL TENDERS

Financial Services: Supply Chain Management section

REF: FS/SCM/TE/01

Minimum Requirements: A relevant 3 year Tertiary qualification, preferably in SCM / Logistics / Procurement • 5 - 8 years' relevant experience across SCM processes including 2 years of supervisory experience. • Computer literacy: MS Office • MMCL (Minimum Competency) or acquire within 18 months

Other Requirements: Computer literacy • Code B driver's License • Supervisory skills • 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

Responsibilities/Duties: Approval of tenders screened • Managing of tender administration • Demand management input & Planning • Financial management • Risk management • Compliance & governance of Tender processes & evaluation • Co-ordinate Tender invitations • Specialized advisory service to bid committees • Knowledge & Legislative Framework • Complex decision making • Authorization of orders • Supervisory function.

Added advantage: Local Government experience

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

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

Salary: R 473 524.38 – R 614 665.14

Plus benefits

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

Applications, clearly marked and accompanied by a completed official application form of Stellenbosch Municipality, a comprehensive CV, certified copies of qualifications and all documents required in terms of the minimum requirements of the advertisement, details of contactable referees, must be emailed to Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: financejobs@stellenbosch.gov.za

Applicants who do not meet all/any minimum requirement(s) of the post, or who fail to submit all required supporting documentation, will not be considered. Applicants are reminded that submission of an official Stellenbosch Municipality application form is compulsory. Application forms are available on the Stellenbosch Municipal website: <https://stellenbosch.gov.za> Applications for the above-mentioned vacancy must be submitted via the provided email address only. No hand-delivered or posted applications will be accepted or considered.

*Please note: By applying for this position, candidates consent to verification checks relating to qualifications, criminal records, and any other relevant screening processes, and must be willing to be subjected to a rigorous evaluation and selection process. **Please note where driver's licenses are required shortlisted candidates will undergo a driver competency test.** Receipt of applications will not be acknowledged, and supporting documentation submitted will not be returned.*

Canvassing with Councillors, any decision-maker, or any member of the Selection Committee is strictly prohibited, and proof thereof will lead to disqualification.

Closing Date: 13 July 2026

Stellenbosch Municipality is an Equal Opportunity Employer. Candidates from designated groups, including persons with disabilities, are encouraged to apply. The provisions of the Employment Equity Act will be considered as part of the selection criteria and process. If you do not receive any feedback within ten (10) weeks after the closing date, please consider your application unsuccessful.

For more information on vacancies, visit www.stellenbosch.gov.za.

The Council reserves the right not to make an appointment and further reserves the right to amend, vary or change the remuneration package attached to the post
