



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

FINANCIAL SERVICES

SUPPLY CHAIN MANAGEMENT

SCM: Demand Management & Value for Money

Requirements: • A 3-year B degree in a Finance/Economics/Commerce/Law/Built environment with a minimum of 3 years' relevant experience as a procurement management professional • Certificate for Minimum Competency Levels for Financial Managers • Demonstrated ability to function under work and time pressure • Self-discipline • Sound interpersonal relations regarding clients and colleagues • Punctual and of sound health • Computer literate and proficient with all MS Office applications • SAMRAS knowledge will be an advantage • Financial acumen and high-level negotiating skills • Proven experience in government policy and procedure (MFMA) for supply chain management • Valid Code B driver's licence • Language proficiency in at least two of the three official languages of the Western Cape Province (English, Afrikaans, isiXhosa).

Responsibilities/Duties: • Demand planning and forecasting • IDP Capex and Opex drive • All tender contract management and administration of successful bid(s) • Requisition management and order issuance • Supplier development and vetting of service providers • Coordinate workflows and implement effective recordkeeping systems for reporting purposes • Establish and maintain relevant databases • Effective management of subordinates • Providing supply chain management assistance and guidance and support to key stakeholders

Job-related enquiries: Israel Saunders on tel. 021 808 8137

Salary: R303 589 – R454 305 per annum (T-14/T-15 of a Grade 4 Local Authority)

Reference Number: 9.4.3

In addition to the abovementioned salary, this position offers competitive benefits which include a 13th cheque, medical aid, pension, housing subsidy/allowance and removal costs under certain conditions.

Applications, clearly marked, accompanied by a comprehensive CV, a covering letter and the details of contactable referees, may be posted to the Human Resource Management Services, at Stellenbosch Municipality, P.O. Box 17, Stellenbosch, 7599. No e-mails or faxes will be accepted.

Please note: By applying for this position, the candidates consent to verification checks of qualifications as well credit and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process which can include psychometric tests. Certified proof of your qualifications and driver's licence is a requirement for selection and must be attached to your CV. Candidates who do not submit all the supporting documentation as requested, will not be considered for this position. Receipt of applications will not be acknowledged and no supporting documentation will be returned.

Closing date: 30 January 2017



Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

If you have not been contacted within 10 weeks of the closing date, please accept that your application was unsuccessful. Only shortlisted candidates will be notified. For more details on vacancies, visit our website www.stellenbosch.gov.za The Council reserves the right not to make any appointment and to add/amend/change the salary package.