

THEEWATERSKLOOF

Munisipaliteit * Municipality * uMasipala

Theewaterskloof Municipality currently awaits suitably qualified persons for appointment in the under – mentioned vacancy.

Please note: *This position is being re-advertised. Applicants who previously applied must submit a new application in order to be considered.*

ADMINISTRATOR: SUPPLY CHAIN MANAGEMENT: DEMAND & ACQUISITION

Salary: Post level T09 – Between: R255 312.00 p.a. and R331 332.00 p.a.

The most eligible candidate must be in possession of a Senior Certificate (***originally certified copy must be attached***) 2 – 5 years relevant experience preferably in Local Municipal Finance (***experience must be clearly stated in the application form***). Must be computer literate (MS Office). Must have the ability to work under pressure with excellent time management skills. Be able to communicate in at least two (2) of the three (3) official languages in the Western Cape, namely English, Afrikaans and Xhosa. Only applicants with the highest levels of personal integrity will be considered.

Special conditions:

The prescribed application form **must** be accompanied with originally certified copies of the following documents before the closing date and time of this advertisement – Failure to attach the required documents will automatically disqualify an applicant.

- **Originally certified copy of Senior Certificate**
- **Originally certified copy of ID Document**

Key performance areas: Maintain the Supply Chain database * setting up quotations and forwarding to suppliers listed on the database * receiving quotes and documentation in accordance with procedure * interact with departments / stores to establish specifications of products * preparing specifications in terms of the formal written price quotation * update audit file * attending to administrative sequences and mechanisms related to bid documentation, opening, registering, recording and evaluation of bids and formal written price quotations * ensure that all information are kept on record * liaise with internal and external stakeholders to clarify information on requisitions and obtaining quotations from service providers * participate in meetings and provide information on specific SCM processes and procedures * must be willing to work overtime * other duties as requested from time to time.

Minimum Competency Framework

Core Professional Competencies <ul style="list-style-type: none">- Written Communication- Resilience- Negotiation and Influencing- Ethics and Professionalism- People Management- Problem Solving	Public Service Orientated competencies <ul style="list-style-type: none">- Interpersonal Relationships- Service Delivery Orientated- Client Orientated
Personal Competencies <ul style="list-style-type: none">- Action and outcome orientated- Change readiness- Cognitive ability- Learning Oriented	Management / Leadership competencies <ul style="list-style-type: none">- Team Orientated- Impact and Influence- Direction setting

If you do not receive any feedback, within two (2) months after the closing date, kindly assume that your application was unsuccessful. The Council reserves the right not to make any appointment.



Theewaterskloof Municipality is committed to equal opportunity and affirmative action. Preference will be given to suitably qualified candidates who are members of the designated groups as defined in the Employment Equity Amendment Act.

W Hendricks, Municipal Manager, P O Box 24, 10 Church Street Caledon 7230

The council's offer includes benefits such as pension, medical aid and a group scheme as well as a 13th cheque, a housing-/ rental subsidy and settling of furniture removal cost under certain conditions.

Applicants must complete the prescribed application form (TWK Application form) accompanied by a detailed CV with originally certified copies of qualifications and ID document in order to be considered for the position. Application forms must be forwarded to the Senior Manager: Human Resources, Theewaterskloof Municipality, and P O Box 24 Caledon 7230.

Shortlisted candidates will be subjected to a qualification verification, reference check and where necessary undergo screening and vetting.

Please note: No e-mailed, scanned or faxed applications will be accepted. Only original applications forms will be accepted.

Enquiries: Mr. A Riddles – Deputy Director Finance

Tel: 028 2143300

Canvassing will disqualify any candidate from being considered for appointment.

APPLICANTS WHO DO NOT COMPLETE THE PRESCRIBED APPLICATION FORM WILL AUTOMATICALLY BE DISQUALIFIED.

Closing date: 18 July 2025 at 12:00 pm. (no applications will be accepted or considered after the closing date)