

Drakenstein Municipality, an employer that is committed to equal employment opportunities, invite people who qualify to apply for the below mentioned vacancy within its Financial Services Department.

PERSONNEL VACANCY
EXTERNAL APPLICATIONS WILL BE CONSIDERED

BUYER EXPEDITOR

REF NO: F-AQ-BYXP

DEPARTMENT: FINANCIAL SERVICES

SECTION: SUPPLY CHAIN MANAGEMENT

SALARY SCALE	TASK LEVEL 10 -Total cost to company- R472 953.87 – R589 596.14 per annum Benefits: Housing subsidy, Medical aid, Pension and Grouplife
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JOB PURPOSE:

Implement controls and approved administrative procedures for the procurement of goods and services and disposal and leasing of assets within a predetermined monetary value through written quotations and formal written price quotations and by distributing approved purchase order through interaction with prospective suppliers and internal departments in order to achieve value for money.

SELECTION REQUIREMENTS FOR THE POST:

- A relevant 3 year’ tertiary qualification, preferably in Supply Chain Management, Logistics or Procurement

OTHER REQUIREMENTS FOR THE POST:

- Computer literacy in MS Office
- Valid drivers license (Code B)
- Proficiency in two of the three official languages of the Western Cape of which one must be English
- Communication skills
- Interpersonal skills
- Customer service skills
- Must be able to handle pressure
- Must work according to deadlines

EXPERIENCE:

- **2 - 5 years relevant experience**

COMPETENCIES

<ul style="list-style-type: none"> • Oral communication • Written communication • Organisational awareness • Problem solving 	<ul style="list-style-type: none"> • Planning and organising • Procurement and tenders • Information management • Task management
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<ul style="list-style-type: none"> • Interpersonal relationships • Communication skills • Services delivery orientation • Impact and influence • Team orientation 	<ul style="list-style-type: none"> • Financial process management • Action and outcome orientation • Resilience • Ethics and accountability
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GENERAL INFORMATION:

1. A service bonus equivalent to one month’s salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including housing allowance for homeowners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act. Preference will be given to candidates who comply with the Employment Equity Targets but will not be the only criteria applied.
3. All applications are subject to reference checking and verification of qualification checking, which means that by applying for a position at the Municipality, you give us consent to do the various checking.
4. Applications received after the closing date, or which have been received without the prescribed application form and documentation/s mentioned below will not be considered.
5. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within three (3) months from the closing date.
7. Placement of candidates for work can be done in any area of Drakenstein. This area covers Simondium, Paarl, Wellington, Gouda, Hermon and Saron.
8. Applications within the **Drakenstein municipal area** will be receiving preference.
9. The Municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provided to us is true, correct and up to date.
10. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interest and a performance contract (where applicable) with the employer.
11. Candidates that arrive late for interviews will be disqualified.
12. The Municipality reserves the right not to make an appointment.

Prescribed application forms can be obtained from the Human Resources Offices at the Civic Centre, Berg River Boulevard, Paarl, 7622 (Mondays to Fridays from 08:00 until 15:30) or on the Drakenstein Municipal website www.drakenstein.gov.za. Clearly indicate the reference number for the post you are applying for on the prescribed application form. Your fully completed application form must be accompanied by your CV and relevant certified supporting documents when handing it in. Certified copies must not be older than three (3) months. **No fax copies will be accepted. No CVs will be returned on the applicant’s request, therefore please do not send us your original certificates.**

Your application can be submitted via email to: financejobs@drakenstein.gov.za, hand delivered or posted to Drakenstein Municipality, Human Resource Offices, PO Box 1, Berg River Boulevard, Paarl, 7622.

Closing date for emailed applications: 25 April 2025 at 23h59

Closing date for hardcopies: 25 April 2025 at 15h30

CITY MANAGER