

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**

**CHIEF CLERK: CONTRACTS**

**REF NO: F-SC-CCL2**

**DEPARTMENT: FINANCIAL SERVICES**

**SECTION: TENDER EVALUATION & CONTRACT MANAGEMENT**

**DIVISION: Supply Chain Management**

<b>SALARY SCALE</b>	<b>TASK LEVEL 08 – Total cost to company – R414 671.35 – R512 746.14 per annum</b> <b>BENEFITS: Housing subsidy, Medical aid, Pension and Group life</b>
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**JOB PURPOSE:**

Ensuring processes associated after the procuring of products and/or specific services above R200 000.00 is adhered to by means of interaction and communication internally and externally on aspects pertaining the availability of products and/or alternatives, pricing, lead times and service delivery standards against agreed terms and conditions and attends to specific administrative information pertaining to processing and reporting.

**SELECTION REQUIREMENTS FOR THE POST:**

- Grade 12
- National Diploma in Accounting, Public Management or Finance related field.

**OTHER REQUIREMENTS/SKILLS:**

- Minimum competency requirements or obtain 18 months from appointment.
- Computer Literate
- Valid Code B drivers' license
- Supervisory Skills
- Analytical skills
- Attention to detail
- Good interpersonal skills
- Communication skills
- Numerical skills
- Able to prioritise tasks, work independently and objectively.
- Mental stamina for problem solving, making decisions in a timely manner and dealing with stressful situations.
- Able to interpret and apply oral and written instructions.
- Knowledge of supply chain management principles.

## **EXPERIENCE:**

- 3- years relevant experience.

## **COMPETENCIES**

<ul style="list-style-type: none"><li>• Oral Communication</li><li>• Written Communication</li><li>• Organisational Awareness</li><li>• Problem Solving</li><li>• Planning and Organising</li><li>• Procurement and Tenders</li><li>• Task Management</li><li>• Financial Process Management</li><li>• Interpersonal Relationships</li></ul>	<ul style="list-style-type: none"><li>• Communication</li><li>• Service Delivery Orientation</li><li>• Action and Outcome Orientation</li><li>• Resilience</li><li>• Ethics and Accountability</li><li>• Impact and Influence</li><li>• Team Orientation</li><li>• Direction Setting</li><li>• Coaching and Mentoring</li></ul>
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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 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.

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](http://www.drakenstein.gov.za). Clearly indicate the reference number for the post you are applying for on the pre-scribe 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](mailto: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: 24 April 2026 at 23h59**

**Closing date for hardcopies: 24 April 2026 at 15h30**

**CITY MANAGER**