

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

**PERSONNEL VACANCY**  
**EXTERNAL APPLICATIONS WILL BE CONSIDERED**

**SCM PRACTITIONER (REF NO. F-SC-CCL1)**

**DEPARTMENT: FINANCIAL SERVICES**

**SECTION: SUPPLY CHAIN MANAGEMENT**

**DIVISION: Tender Evaluation and Contracts**

<b>SALARY SCALE</b>	<b>TASK LEVEL 11 – Total cost to company- R543 623.70 – R681 294.04 per annum</b> <b>Benefits: Housing subsidy, Medical aid, Pension and Grouplife</b>
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**JOB PURPOSE:**

To monitor and provide tender evaluation and screening functions in the Tender evaluation sub-section by applying sound supply chain management principles in evaluating tenders received and to perform specific administrative activities in order to ensure compliance and give effect to the provisions of the Municipal Finance Management Act.

**SELECTION REQUIREMENTS FOR THE POST:**

- Relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject.
- Minimum competency requirements or obtain in 18 months from appointment

**OTHER REQUIREMENTS/SKILLS:**

- Computer literate
- Valid Code B drivers' licence
- Supervisory skills
- Analytical skills
- Attention to detail
- Good interpersonal skills
- Communication skills
- Numerical skills
- Able to prioritise multiple 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:**

- **2-5 years relevant experience required.**

## **COMPETENCIES**

<ul style="list-style-type: none"><li>• Procurement and Tenders</li><li>• Oral Communication</li><li>• Written Communication</li><li>• Organizational Awareness</li><li>• Problem Solving</li><li>• Planning and Organizing</li><li>• Interpersonal Relationships</li><li>• Communication</li><li>• Service Delivery Orientation</li></ul>	<ul style="list-style-type: none"><li>• Action and outcome Orientation</li><li>• Resilience</li><li>• Cognitive ability</li><li>• Change readiness</li><li>• Learning orientation</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 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](http://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](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: 13 December 2024 at 23h59**

**Closing date for hardcopies: 13 December 2024 at 15h30**

**CITY MANAGER**