



HESSEQUA MUNICIPALITY

A CARING, SERVING AND GROWING HESSEQUA

The Hessequa Municipality requires the services of a suitable person in the following permanent vacancy:

Supply Chain Management Practitioner: Procurement Management – Riversdale

(Ref: F062) T10 – R316 061 to R410 245 gross salary per annum

Requirements: Relevant three year tertiary qualification in Supply Chain Management, Logistics, Procurement, Public Administration, Financial Management or related field • Valid Code B driving license • Computer Literate • Proficient in at least two of the official languages of the Western Cape • Compliance with the relevant minimum Competency levels for financial officials as prescribed (unit standard 116353 (12 credits) – Supply Chain Management as well as supervisory experience, will serve as recommendation • Two to five years' relevant Supply Chain Management experience required including procurement administration, quotation management and Supply Chain Management compliance processes.

Duties: Perform tasks and activities associated with Supply Chain Management procedures and procurement administration • Align and implement Supply Chain Management procedures, systems and controls • Support fair, equitable, transparent, competitive and cost-effective procurement practices in compliance with legislative and policy requirements • Liaise with internal and external stakeholders • Monitor deviations from Procurement Plans • Attend Meetings • Acquisition Administration • Maintain filing systems, recordkeeping and document control processes • Maintain and update supplier databases, procurement registers and Supply Chain Management records • Supervision • Handle enquiries.

The Hessequa Municipality is an equal opportunity employer and encourage persons with disabilities, as well as people from previous disadvantage groups to apply for vacancies.

Instructions to applicants:

Applicants must register on the e-recruitment website and submit their applications online.

(<https://munrec.collaboratoronline.com/SitePages/Home.aspx>)

The Municipality is an equal opportunity employer and abides by the Employment Equity Act. Preference will be given to candidates who comply with the Employment Equity Targets, but this will not be the only criteria applied. All applications are subject to reference checking, verification of qualifications and criminal checking. By applying for this position at the Municipality, you give consent for these checks. Applications received after the closing date or received without the application form required, will not be considered. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality, will disqualify applicants. 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. Placement of candidates for work can be done in any area of Hessequa. This includes: Witsand, Slangrivier, Heidelberg, Riversdale, Still Bay, Albertinia and Gouritsmond. Applications within the Hessequa Municipal Area will receive preference. 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 is true, correct and up to date. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interests and a performance agreement. Candidates that arrive late for interviews will be disqualified. The Municipality reserves the right not to make an appointment.

Closing date: 21 August 2026

Contact Person: Ms Jonecia Jansen at 028 713 7965