



(RE - ADVERTISEMENT)

CANDIDATES THAT PREVIOUSLY APPLIED NEED NOT REAPPLY

**FINANCIAL SERVICES
DIVISION: SUPPLY CHAIN MANAGEMENT
SECTION: PROCUREMENT
LOCATION: WORCESTER**

MANAGER PROCUREMENT

BASIC SALARY: R 585 397.50 - R 759 823.58 per annum [T15]

TOTAL COST TO COUNCIL: R 993 571 – R 1 218 444 per annum

(Inclusive of Municipal benefits: Group Life Scheme, Pension Fund etc.)

Ref: FS/SCM/P0325

JOB PURPOSE: Manage, co-ordinate and control the Supply Chain Management procurement, purchasing, vendor administration and contract management by ensuring fair, equitable, cost effective and competitive procedures in accordance with all relevant legislation, policies, procedures and guidelines.

DUTIES: Managing, coordinating, supervising, and controlling the Supply Chain Management Demand and Procurement processes. Aligning procedures, systems, controls and executing applications to address aspects of demand, acquisition (Procurement & Purchasing), risk and performance management (Contract administration). Supporting and contributing to fair, equitable, transparent, and cost-effective procurement practices that is consistent with policies and laid down requirements encapsulated in legislative frameworks. Liaise with other national and provincial spheres of government to keep Council informed of Procurement related processes and legislation and to enable Council to partake in decision making processes at other levels of government. Ensure that contract payment obligations are met by communicating regularly to the expenditure department.

REQUIREMENTS:

- Degree in Financial Management or Administration or Relevant (NQF Level 7)
- Computer skills (MS Office)
- Code B driver's license
- Proficient in at least two of the three official languages in the Western Cape
- Knowledge of municipal government and administration, statutory and regulatory environment
- Good communication and conflict resolution skills
- Good interpersonal skills
- Attention to detail.

EXPERIENCE:

A caring valley of excellence

5 - 8 years' relevant experience across SCM processes including 2 years of supervisory experience.

Competencies: *(For a detailed description of competencies, read competency level 3 from-page 720 /770 of the Competency Framework on our website / on this link- <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/>)*

Core Professional Competencies: Oral Communication, Written Communication, Organisational Awareness, Problem Solving Planning and Organising.

Functional/ Professional Competencies: Procurement and Tenders, Information management, Task management, Project Management, Financial Process Management.

Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation,

Personal Competencies: Action and outcome orientation, Resilience, Ethics and Accountability,

Management/ Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting.

PLEASE NOTE: *Please read the below conditions carefully, only those who comply with the conditions will be considered*

1. No late applications will be considered.
2. The Municipality is an equal opportunity employer and as such will adhere to the requirements of the **Employment Equity Act** and its **EE plan**
3. **Note that BVM is using a Recruitment Portal which is an online portal.**
4. **Only online applications will be accepted.**
5. To apply in assured confidence, please do so online via the Link: <https://bvmjobs.mcidirecthire.com>
6. **When applying online: Please ensure that you fill in all required Fields.**
7. **Also attach an updated CV (Including details of at least 3 contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, supporting documents, and covering letter.**
8. **Applicant with a foreign educational qualification must submit a certificate of verification by SAQA**
9. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement that will be subject to probation monitoring and performance monitoring in accordance with the Local Government: Municipal Staff Regulations.
10. Candidates will be subjected to competency-based assessment.
11. **For enquiries contact the Human Resources Office at 023 348 4961 or on email address: jobs@bvm.gov.za**
12. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
13. Fraudulent qualifications documentation will immediately disqualify any applicant.
14. If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **27 June 2025 2025 at 13:00.**

The Municipality reserves its right not to make an appointment.