

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: FINANCIAL SERVICES

POST DESIGNATION: CHIEF CLERK: SUPPLY CHAIN MANAGEMENT - GEORGE

PERMANENT APPOINTMENT

WC0443413

REFERENCE: 4408742

CLOSING DATE: 2026-09-23 AT 16:30 PM

Salary : R 261 432 - R 339 348 per annum T8
Additional Service Benefits : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- Grade 12
- Computer Literacy: MS Office
- Valid Driver's License (Code B)
- 2 -5 years' relevant experience

COMPETENCIES:

- **Core Professional Competencies** - Written Communication, Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organisational Awareness, Problem Solving, Planning and Organising
- **Functional Competencies** - Business Processes, Use of Technology, Data Processing and Analysis
- **Public Services Orientation Competencies** - Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus
- **Personal Competencies** - Action Orientation, Resilience, Change Readiness, Cognitive ability, Learning orientation
- **Management /Leadership Competencies** - Impact and Influence, Team Orientation, Direction Setting, Coaching and Monitoring

KEY PERFORMANCE AREAS:

- Co-ordinates and controls the application of procedures in respect of procurement and/ or purchasing sequences.
- Ensure suppliers/ vendors satisfy the order requirements and delivery deadlines in accordance with the laid down terms and conditions, avoiding disruptions to service delivery.
- Ensure suppliers/ vendors conform to the terms and conditions, quality standards and statutory requirements stipulated in Council SCM Policy and any deviations identified and corrective measures implemented.
- Provide a front office service to control access and to assist officials and the public by assisting with all enquiries or referring them to the correct official and safekeeping of all documentation received.
- Ensure administrative reporting requirements and deadlines are adhered to and information is made available to support the resolution of queries prior to processing supplier invoices.
- Ensure that the health and safety requirements are adhered to as per the prescribed regulations.
- Implement relevant legislation, policies, regulations, frameworks, standards, guidelines and instructions, to ensure effective and efficient systems of demand, acquisition, risk and performance review. Maintain portfolio of evidence for bid processes.
- Collect data and analyse user requirements to compile a list of prospective suppliers. Review and compile specification and/or terms of reference and verify that sufficient funds are available.
- Manage a logistics and inventory management system in relation to the departmental SCM System,

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to process a requisition, to issue an order both electronically and manually in accordance with the relevant prescripts.

- Assess and implement the most effective and efficient acquisition method when receiving a procurement request and to negotiate effectively with suppliers prior to acceptance for the acquisition of goods and services. Ensure that the processes of obtaining bids are followed and dealt with according to Organization guidelines and procedures.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Must be able to communicate in two of the three official languages of the Western Cape.
- Must have good interpersonal skills.
- Must be able to deal with work pressure.
- Must have good communication skills.
- Must be able to meet deadlines.
- Must pay attention to detail and work independently.
- Must be able to take initiative in executing work sequences.
- High level of integrity, responsibility and confidentiality.
- Excellent organisational and administrative skills.
- Accurate record keeping and reporting.
- Computer literacy is essential in MS-Office application.
- Knowledge of municipal government and administration, statutory and regulatory environment.

ENQUIRIES: ADRI VAN DER MERWE (044 801 9048)

PROBATION PERIOD: 6 months

INSTRUCTIONS TO APPLICANTS

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, www.george.gov.za, under **Job Portal**. Applicants must register and apply online before **23 September 2026** at **16:30pm**.

Please Note the following when applying on the Portal:

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only if applicable.

Only online applications will be accepted.

The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.

Disqualification:

Please note that the following may lead to disqualification:

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- Applicants who attempt to gain favour with any members of the selection panel or any other employee or councillor for that matter, will be disqualified.
- Applicants who intentionally misrepresent information in pursuit of their own benefit will also be disqualified.
- According to the Local Government Municipal Staff Regulations (Gazette no. 45181), a person who was dismissed from a Municipality for any reason stated in Annexure E of the said Regulations, may not be employed in any Municipality before the period set out in the Annexure, has expired (refer to Local Government Municipal Staff Regulations: Annexure E).
- Late applications will not be accepted.
- Candidates who do not adhere to the instructions for pre-liminary evaluations, practical assessment and interviews will be disqualified.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under - represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

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