



BEAUFORT WEST  
MUNICIPALITY \* UMASIPALA \* MUNISIPALITEIT  
Notice Nr: 88/2024

DEPARTMENT: FINANCIAL SERVICES  
REF NR: 88/2024 - WC0531012 - FIN 56

**SENIOR MANAGER: EXPENDITURE AND SUPPLY CHAIN MANAGEMENT - WC0531012 - FIN 56**  
**SECTION: EXPENDITURE AND SUPPLY CHAIN MANAGEMENT**

**JOB PURPOSE:**

Strategic planning, managing and coordination of the Supply Chain Management Division in accordance with applicable legislation, by-laws and standards within the Beaufort West Municipality to ensure proper systems, procedures and control for demand, acquisition, logistics, disposal management as well as contract monitoring and performance. Maintaining records of outcomes, 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.

Manage the key performance and result indicators associated with the Expenditure Services functionality through the implementation of laid down policies and procedures regulating financial reporting and recording; providing input into immediate and short term objectives, initiating and setting financial planning sequences, guiding personnel on specific applications and/ or clarifying instructions and requirements.

**Requirements:**

A relevant 3 year Tertiary qualification, preferably in SCM / Logistics / Procurement; and •  Computer literacy: MS Office.

Certificate: Minimum Municipal Competency Training. Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed. Completion of Unit Standards prescribed in the Municipal Regulations on

**Minimum Competency Levels** or completion of the prescribed Unit Standards within 18 months from date of appointment, (if completed certified proof MUST be attached to application).

**Skills Required:**

\* Advanced computer literacy in Excel \* Bilingualism \* Negotiation skills \* Attention to detail  
Communication skills \* Accounting skills Code B Drivers' license \* Proficiency in at least 2 of the official languages of the Western Cape \* Good management, human relations, interpersonal and communication skills \* Ability to give attention to detail \* High level of responsibility \* Ability to work under pressure

**Experience:**

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

5 - 8 years' relevant experience across Expenditure Management including 2 years of supervisory experience.

Other Competency Requirements as Stipulated in Annexure A of the Government Gazette No 45181 Dated 20 September 2021 **pages 720 to 730 Level 1 to Level 3.**

Please visit [https://www.gov.za/sites/default/files/gcis\\_document/202109/45181gon890.pdf](https://www.gov.za/sites/default/files/gcis_document/202109/45181gon890.pdf) for municipal staff regulations

**KEY PERFORMANCE AREAS:**

**SUPPLY CHAIN MANAGEMENT:**

Strategic Management \* Operational Management \* Divisional Contract Management \* Financial Management and Budgeting \* Human Resource Management \* Relationship Management \* Divisional Administration and Reporting \* Management of Bid Committee System \* Demand Management \* Acquisition Management \* Logistics and Disposal Management \* Risk and Performance Management

**EXPENDITURE:**

Functional Management \* Procedures, Systems and Controls \* Expenditure Control \* Investments \* Statutory Compliance \* Committee Systems \* Human Resource Management \* Risk Management Functions

**Salary: T16: R 47 704, 55 pm R 572 454, 55 to R743 068, 23 per annum Plus Benefits**

Please Note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Completed applications, accompanied by certified true copies of qualification

certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver's licences, Professional Driver's Permits and registration certificates from professional bodies, where applicable. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. Applicants must apply for the vacancy on the official BWM 5 Application for Vacancy form and if not your application will result in disqualification.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Beaufort West Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (three) months of the closing date, please regard your application as unsuccessful. For more details on vacancies visit our website [www.beaufortwestmun.co.za](http://www.beaufortwestmun.co.za). The Council reserves the right not to make an appointment and to add/amend/change the salary package.

**Closing Date: Friday 07 June 2024 at 12H00**

**Job Related Enquiries:** Mr. Mehluhi Nhlengethwa 023-4148133/ 8133/8129

**General HR Enquiries:** Adriaan Duimpies – 023-4147549 / Imelda Dourie – 023-4148190  
Angilo Jacobs – 023-4147550

Complete Applications, clearly marked, accompanied by a comprehensive CV and details of contactable referees for the abovementioned vacancy must be sent to/handed in at –

The Office of the Municipal Manager, Private Bag 582/112 Donkin Street, Beaufort West 6970  
Or email to  
[erecruit@beaufortwestmun.co.za](mailto:erecruit@beaufortwestmun.co.za)

**DE WELGEMOED  
MUNICIPAL MANAGER**

**17 May 2024**