



**BEAUFORT WEST  
MUNICIPALITY \* UMASIPALA \* MUNISIPALITEIT**

**NOTICE NR: 87/2026  
REF NR: HRRS/06/2026-FIN76  
SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT  
DEPARTMENT: FINANCIAL SERVICES**

**Salary: T16 - R 53.134.03 - R68.970.03 ( R 637.608.36 - R 827.640.40) per annum PLUS BENEFITS**

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**Job Purpose:**

To manage, coordinate, and oversee the supply chain and logistics management services within the municipality, ensuring effective systems, procedures, and internal controls are in place and aligned with relevant legislation and regulations.

**Requirements:**

A relevant 3-year Tertiary qualification, preferably in SCM / Logistics / Procurement.  
A valid Code B Drivers' Licence

**Experience:** 8 years or more relevant experience covering all aspects of the relevant SCM process; and Management of SCM information or having gained specialist experience in a SCM discipline.

**Knowledge and Scope of Work:**

- Provides expert SCM advice and guidance and support SCM strategy; Responsible for managing information according to prescribed norms and standards;
- May supervise and manage a team responsible for the SCM information / knowledge hub;
- SCM expert in demand planning, procurement processes, tender processes, logistics and supplier management.
- Supports management in the execution of key strategies for the implementation of SCM vision, mission and objectives around all functional areas in the department / directorate;
- Support SCM management in ensuring AG findings are interpreted, aligned and effected in the SCM function;
- Applicable local government legislation (e.g. MSA, MFMA, PPPFA, etc. and as amended) and relevant National Treasury and other relevant national / provincial government regulations; and
- SCM policy and supporting guidelines.

**Key Performance Areas:**

- Plan, manage, co-ordinate and control activities and procedures associated the supply chain management.
- Co-ordinates activities and procedures associated with direct supervision and monitoring of personnel, services and the status/ general condition of the SCM section.
- Directs and controls outcomes associated with utilization, productivity and performance of subordinates within the Division
- Identifies and defines the short to medium term objectives and priorities of the division encapsulating expenditure and remuneration control functionalities
- Directs the implementation of specific procedures, systems and controls associated with key functional areas embodied in the Expenditure Division's structure
- Responsible for the attainment of the Council's objectives through proper procurement and control of all stock, materials and equipment to plan, direct and co-ordinate the procurement of goods and services at the best price, at the right time, best quality and correct quantity
- Executes applications associated with acquisitions and appointment process
- Set stock levels in coordination with directorates; especially high turnover items
- Oversee the timely adjustment of stock
- Responsible for proper and safe organising of stores/store area
- Issuing of stock
- Control and disposal of redundant items by preparing for auctions
- Manage the preparation of yearly stocktaking/ participation, by seeing to it that the following functions are carried out
- Responsible for establishing, maintaining, and monitoring effective internal controls within the functionality
- Disseminates guidance and information on specific key performance areas and requirements associated with the functionality
- Attends to the administrative recording, reporting and recordkeeping requirements/procedures
- Collates and prepares qualitative and quantitative information for inclusion into specific statutory reports
- Informal and Formal Reporting

**Other Competency Requirements as Stipulated in Annexure A** of the Government Gazette No 45181 Dated 20 September 2021 **pages 720 Level 4.**

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.

<b>CORE PROFESSIONAL COMPETENCIES</b>	<b>FUNCTIONAL COMPETENCIES</b>	<b>PUBLIC SERVICE ORIENTATION COMPETENCIES</b>	<b>PERSONAL COMPETENCIES</b>	<b>MANAGEMENT / LEADERSHIP COMPETENCIES</b>
<ul style="list-style-type: none"> <li>• Oral Communication</li> <li>• Organisational Awareness</li> <li>• Problem Solving</li> <li>• Planning and Organising</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement and Tenders</li> <li>• Information management</li> <li>• Task management</li> <li>• Project Management</li> <li>• Financial Process Management</li> </ul>	<ul style="list-style-type: none"> <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>• Ethics and Accountability</li> </ul>	<ul style="list-style-type: none"> <li>• Impact and Influence</li> <li>• Team Orientation</li> <li>• Direction Setting</li> <li>• Coaching and Mentoring</li> </ul>

**Job Related Enquiries:** Mr. B Jacobs – 023-4148100/ 8133/8129

**General HR Enquiries:** Mr. Adriaan Duimpies – 023-4147549

### **INSTRUCTIONS TO APPLICANTS**

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable.

**hand delivered** at the office of the Acting **Municipal Manager** at  
112 Donkinstreet, Midtown, Beaufort West, 6970.

**OR email to [erecruit@beaufortwest.gov.za](mailto:erecruit@beaufortwest.gov.za)**

Application forms can be obtained from the Municipal website,  
<https://www.beaufortwestmun.co.za/resource-category/application-forms?category=103> and must reach the Human Resource Department on or before

**FRIDAY 29 May 2026 at 12:00.**

**Applicants must clearly state the reference number and position title in the subject line of the email. Applicants are required to complete the application form in full.**

### **Disqualification:**

**Please note that the following will lead to disqualification:**

- Not using the formal BWM5 application form.
- Non-submission of required documents or submission of fraudulent documents. Canvassing of Councilors and/or officials with the aim to be appointed.
- Non-adherence to the instructions on the advertisement.

**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.

Beaufort West 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.

**CLOSING DATE: FRIDAY 29 May 2026 at 12:00.**

**G Esau  
ACTING MUNICIPAL MANAGER**

**15.05.2026**