

Overstrand Municipality, an equal opportunity employer, strives to render a dynamic and effective service to the community. Competent and self-motivated candidates and candidates from designated groups who enjoy challenges are invited to join our leading team by applying for the following post:



DIRECTORATE
Financial Services

SCM Practitioner (X3 Posts)

DEPARTMENT
Supply Chain Management

REFERENCE NUMBER
WC0320006
WC0320012
WC0320014

SALARY
Basic: R316 224 p.a.

CLOSING DATE
30 September 2026

EMPLOYMENT TYPE
Permanent

PLACE OF WORK
Hermanus

Requirements:

- A relevant 3-year tertiary qualification, preferably in SCM / Logistics / Procurement / Accounting / Economics / Finance / Auditing.
- Computer literacy: MS Office
- Communication skills in at least two (2) of the three (3) official languages of the Western Cape
- 2 - 5 years' relevant experience in a role related to the post.

Key Performance Areas:

- Executes the implementation of functional procures, systems and controls associated with key performance areas and result indicators of the functionality
- Execute secretarial and administration activities associated with the provision of the Bid Specification Committees
- Perform SCM Compliance evaluation on tenders and quotation documents received to verify the responsiveness of the bids
- Perform the opening and registration of tenders submitted
- Perform secretarial and administration activities associated with the provision of the Bid Evaluation and Adjudication Committees
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Minimum competency framework:

As are provided for in the Local Government: Municipal Staff Regulations

Core Professional Competencies:	Functional Competencies:
- Oral Communication - Written Communication - Organisational Awareness - Problem Solving - Planning & Organising	- Procurement and Tenders - Information Management - Task Management - Project Management - Financial Process Management

Personal Competencies: - Action and outcome orientation - Resilience - Ethics and Accountability	Management/Leadership Competencies: - Impact and Influence - Team Orientation - Direction setting - Coaching & Mentoring
Public Service Orientation Competencies: - Interpersonal Relationships - Service Delivery Orientation - Communication	

How to Apply:

Apply online:

External candidates:

www.overstrand.gov.za

Internal staff: [Overstrand Municipality Intranet](#)

- Original qualifications must be available on request.
- All completed application forms must be accompanied by a comprehensive CV, copy of ID, valid driver's license (if required) and academic qualifications.
- Applications not made on a prescribed application form (available via the online link) will not be accepted.
- Shortlisted candidates will be subjected to a qualification verification, a reference check and where necessary, undergo screening and vetting.
- Successful candidates will be required to sign an employment contract, where applicable, a performance agreement and disclosure of benefits and interest
- Applications/ supporting documents larger than 25MB will not be accepted

Please Note: Further communication will be limited to shortlisted candidates. If you do not receive feedback within six weeks of the closing date, please consider your application unsuccessful. For further information please contact **Mr. Ivin Witbooi** (028) 313 5016. **The Council reserves the right not to make an appointment.**

In addition to the above-mentioned salary, this position offers competitive benefits which include a 13th cheque, medical aid, pension, housing subsidy/allowance and relocation costs under certain conditions.