



LAINGSBURG MUNICIPALITY
EXTERNAL VACANCY
NOTICE NUMBER 145/2025

SCM ADMINISTRATOR
DEPARTMENT: FINANCIAL AND COMPLIANCE SERVICES
DIVISION: FINANCIAL SERVICES
SECTION: SUPPLY CHAIN MANAGEMENT
PERMANENT

SALARY SCALE: Post Level T9: R249 585, 84 – R323 959, 20 per annum
Additional Benefits: Medical aid (optional), Pension, 13th cheque

REQUIREMENTS

- A relevant 3-year tertiary qualification, preferably in SCM / Logistics / Procurement or Finance
- Computer Literacy: MS Office proficiency
- Code B driver's license
- Municipal Minimum Competency for Supply Chain Management qualification or to be compliant in 18 months of appointment
- 2 - 5 years relevant experience.

KEY COMPETENCIES

- Financial Process Management - Ability to support an effective, economic and efficient SCM function through financial processes.
- Knowledge of municipal financial systems and applicable legislation
- Must be able to work under pressure and handle conflict
- Strong written and verbal communication skills
- Ability to handle confidential information with integrity

KEY PERFORMANCE AREAS

- Maintain and update the contract register.
- Maintain and update all relevant SCM registers.
- Conduct performance evaluations for all contract-related payments.
- Manage the administration of the Bid Evaluation Committee.
- Lead tender evaluations and draft comprehensive tender evaluation reports.
- Reconcile bidding documents, including requisitions, purchase orders, and tax invoices, for submission to the expenditure department for payment processing.
- Responsible for the opening and accurate recording of bids and tenders.
- Ensure the submission and maintenance of all Declarations of Interest for Municipal Officials and Councillors.
- Review declarations of interest in accordance with SCM Regulation 46 and update the Declarations Register.
- Review declarations of gifts received in accordance with SCM Regulation 46 and update the Gifts Register.

- Monitor the lapsing of validity periods and prepare documentation for the approval of extensions of validity periods.
- Manage the procurement of goods and services below R300,000, ensuring strict compliance with Council policies regarding acquisition and demand management. This includes, but is not limited to, preparing quotation documents, recommending preferred suppliers, and capturing purchase orders.
- Collect and analyse data, assess user requirements, verify fund availability, and implement the annual procurement plan.
- Address all inquiries promptly and professionally, adhering to established customer service standards and objectives.
- Ensure all audit-related matters are addressed, and implement necessary remedial actions.

SPECIAL CONDITIONS ATTACHED TO THE POST:

- Ability to work extended hours and during emergencies as required.
- Demonstrated accuracy in numerical tasks and calculations.
- Proven ability to manage deadlines effectively to ensure compliance with all statutory requirements.
- Comprehensive understanding of the municipal finance management environment and the critical service delivery role of local government.
- In-depth knowledge of municipal government and administration, including the relevant statutory and regulatory framework.
- Extensive knowledge of Supply Chain Management principles and practices within the local government context.
- Possess a high level of integrity, responsibility, and discretion when handling confidential information.
- Capacity for accurate record keeping and meticulous reporting.
- Excellent organisational and administrative skills.

The Competencies level for this position is a Supply Chain level 2 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/Leadership Competencies
<ul style="list-style-type: none"> • Written Communication • Oral Communication • Organisational Awareness • Problem Solving • Planning and Organising 	<ul style="list-style-type: none"> • Procurement and Tenders • Information management • Task management • Project Management • Financial Process Management 	<ul style="list-style-type: none"> • Interpersonal Relationships • Communication • Service Delivery Orientation • Client Orientation and Customer Focus 	<ul style="list-style-type: none"> • Action and outcome Orientation • Resilience • Ethics and Accountability 	<ul style="list-style-type: none"> • Impact and Influence • Team Orientation • Direction Setting • Coaching and Mentoring

CLOSING DATE: 5 January 2026

Please note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Originally completed applications, accompanied by originally-certified true copies of qualification certificates as well as required driver's licences. Professional Driver's Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documents will be returned, No copies of certified copies will be accepted. 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.

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.

Laingsburg 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. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

Submit your application on the Laingsburg Municipal application form (available at the office/municipal website) clearly stating for which post you apply for together with detailed CV and certified copies of qualification for the attention of **The Municipal Manager, Private Bag X4, Laingsburg, 6900** or hand deliver applications at **Laingsburg Municipality Offices at 2 Van Riebeeck Street, Laingsburg**, at Department Corporate Services on or before the closing date.

Administrative enquiries should be forwarded to Human Resources, **Ms Noeline Gouws at (023) 5511 019**



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JAFTA BOOYSEN
MUNICIPAL MANAGER

08 December 2025

Municipal Offices
Private Bag X4
LAINGSBURG
Tel: 023 5511 019