Overberg District Municipality Head Office
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EXTERNAL VACANCY

The **OVERBERG DISTRICT MUNICIPALITY**, situated in Bredasdorp in the Overberg Region of the Western Cape, has the following permanent vacancy in the Directorate: Finance Services in the Department: Supply Chain and Assets Management

MANAGER: SUPPLY CHAIN AND ASSETS MANAGEMENT

Requirements: A relevant 3-year tertiary qualification, preferably in SCM/Logistics/Procurement. 5-8 Years or more relevant experience across SCM / assets / stores management or related operations/functions, including 2 years of supervisory experience. Computer Literacy: MS Office. A Valid Code B driver's licence.

Other Requirements: Successful completion of all Unit Standards prescribed in Regulation 7 of the Municipal Minimum Competency Level Regulations, Government Gazette No. 29967, dated 15 June 2007, as amended by Government Gazette No. 41996, dated 26 October 2018, alternatively completion of the prescribed Unit Standards within 18 months from date of appointment. Applicants must be literate in at least two of the three official languages of the Western Cape.

Responsibilities/Duties:

Supply chain Management (SCM functions)

Manage the Supply Chain Management function within the Municipality (demand, acquisition, risks and disposal). • Compiling of monthly, quarterly and annual SCM reports. •Manage the municipal implementation of the MFMA Chapter 11 and SCM legislation. • Manage the procurement processes and (Formal quotations / Tenders) and all related activities. • Responsible for the completion of all departmental reporting, that is Council / National and Provincial Treasury as well as other reporting as may be required. Manage and prepare letters/ correspondence to bidders regarding SCM related issues in collaboration with the CFO. • Responsible for preparation of the Audited information relating to the SCM function for submission of audit. • Responsible for the Risk management relating activities in the function. • Manage the safekeeping of SCM documents, proper filing thereof and other related documents. • Management of SCM personnel performance management (SDBIP) and productivity.

Asset management functions

Management the management function of the municipality. • Responsible for ensuring that assets are accounted for as per Municipal asset register. • Management and oversight of the yearly asset count. • Responsible for the preparation of all related asset information required for the yearly audit. • Responsible for the administration of the fuel related function and spending. • Responsible for the completion of all departmental reporting, that is Council / National and Provincial Treasury as well as other reporting as may be required. • Responsible for the risk management relating activities in the function. • Manage the safekeeping of asset documentation, proper filing thereof and other related documents. • Management of asset personnel performance management (SDBIP) and productivity.

Store related functions

Management and responsible for the administrative functioning of all related store activities. • Responsible for yearly stock-take related to the stores as per the year-end closing procedures. • Responsible for the completion store processing of information. • Responsible for the completion of all departmental reporting, that is Council / National and Provincial Treasury as well as other reporting as may be required. • Responsible for the preparation of all related store information required for the yearly audit. • Responsible for the administration of the store related function and spending. • Responsible for the risk management relating activities in the function. • Manage the safekeeping of stores documentation, proper filing thereof and other related documents. • Management of stores personnel performance management (SDBIP) and productivity.

The competency level for this position is a level 3 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No. 890 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
• Oral Communication • Written Communication • Organisational Awareness • Problem Solving • Planning and Organising	• Procurement and Tenders • Information management • Task management • Project Management • Financial Process Management	• Interpersonal Relationships • Communication • Service Delivery Orientation	• Action Orientation • Resilience • Ethics and Accountability	• Impact and Influence • Team Orientation • Direction Setting • Coaching and Mentoring

Job related enquiries Mr S Stanley on 028 425 1157 or sstanley@odm.org.za

Salary: T-16: R 724 884 per annum plus the normal fringe benefits of a Local Authority

Closing date: 20 November 2026

Please note: Due to no Post Office in Bredasdorp, it is preferred that applications be delivered by hand or emailed.

All applications must be submitted on the prescribed ODM application form (found on www.odm.org.za) together with a detailed CV, certified copies of original qualifications, ID document and driver's licence, the names of three references from current and previous employers including their current e-mail addresses. All documents are to be returned to the Department: Human Resources, 26 Long Street, Bredasdorp 7280, for attention Ms A August or emailed to aaugust@odm.org.za. Incomplete and late applications and applications with no proof of requirements will not be processed or considered.

Please note:

1. Overberg District Municipality is committed to Equal Opportunity. Candidates from designated groups, including those with disabilities, are encouraged to apply.
2. It would be expected of candidates to be subjected to evaluations and that previous and current employers, as well as references, will be contacted. Verification will be done on qualifications, criminal and credit records.
3. Overberg District Municipality complies with the Protection of Personal Information Act (POPIA), Act 4 of 2013. Applicants agree that their personal information may be recorded and processed by the Municipality.
4. If no notification is received within 90 days, please regard your application as unsuccessful. The right not to make an appointment or to re-advertise is reserved by Council.
5. The permanent appointment includes the signing of an employment contract, declaration of interest and performance agreement.
6. The appointed employee will be appointed on a minimum probationary period of three months and a maximum probationary period of twelve months.