

EXTERNAL ADVERTISEMNET

NOTICE NO: 99/2025-2026

MANAGER ACQUISITION, CONTRACT MANAGEMENT AND VENDOR PERFORMANCE

Senqu Local Municipality, a category 2 municipality that incorporates Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw and the environs invites applications from all suitably qualified candidates for the position mentioned above.

Remuneration: TASK GRADE 18 OF CATERGORY 2 LOCAL AUTHORITY: R 919 792.00 – R 1 193.975.00 PER ANNUM (excluding Council 's benefits)

JOB PURPOSE

Manages the key performance areas and results indicators associated with acquisition activities during the procurement stages phase include managing stores, preparing the summary of key contract conditions and manage procurement done through ordering process to ensure legislative requirements have been adhered to.

REQUIREMENTS:

- Grade 12
- B. Degree in Supply Chain Management / Financial Management
- Computer literacy
- CPMD/MFMP
- Code EB Valid Driver's License
- Five (5) years relevant experience, three (3) of which must have been at a supervisory level in a related field.

KEY PERFORMANCE AREAS

- Identifies and defines the immediate, short- and long-term objectives/ plans associated with the Acquisition, Inventory and Contract Management functionality.
- Leading the development and implementation of specific policies, procedures, systems and controls associated with key functional areas embodied in the section.
- Manages the implementation of financial controls / procedures and provides information to support financial planning sequences.
- Manages specific administrative and reporting requirements associated with key performance and result indicators of functionality.
- Oversees of the management of sections assets in collaboration with the assets management office.
- Controls and implements applications associated with acquisitioning and appointment processes within all procurement thresholds including competitive bid.
- Manages outcomes associated with procurement of goods and services within 30 000 and 200 000.

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- Manages outcomes associated with promotion SMME, Broad Based Black Economic Empowerment and job creation strategies.
- Manages outcomes associated with conclusion and monitoring of all contracts entered to through SCM policy.
- Manages outcomes associated with management of municipal stores and inventory.

KEY COMPETENCIES REQUIRED FROM ALL APPLICANTS

- Proven attributes of integrity, honesty, maturity, courtesy, transparency and commitment to ensure progressive democratic and accountable governance that delivers sustainable and efficient services.
- Ability to effectively inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.
- Ability to maintain the high-quality standards while achieving desired outcomes and results.
- Good organizational and administrative skills, communication skills and problem-solving skills will be an added advantage.
- Report writing skills.
- Be able to work under stressful environment

APPLICABLE BENEFITS

- Medical Aid, Pension, Housing Subsidy and 13th Cheque

The closing date for submission of applications is Friday, 24 April 2026 and no late, emailed and faxed applications will be accepted. Application packs must reach us by 12 noon.

APPLICATION PROCESS

Any individual who wishes to apply for this position **must** complete and submit the Senqu Local Municipality application form obtainable from our website www.senqu.gov.za, together with a comprehensive Curriculum Vitae, certified copies of qualifications, ID and driver's license. An application pack which contains all the above-mentioned documents must be submitted to the under mentioned address.

This Council subscribes to the policies of Affirmative Action and Employment Equity and appointment will be made with these policy considerations.

Appointment will be subject to appropriate reference and qualification checks as well as security vetting.

Canvassing and/or lobbying of Councillors and officials will not be accepted and non-compliance thereof shall immediately disqualify an applicant.

Should you not receive communication from us within thirty (30) days after the closing date of this advertisement, please consider your application to be unsuccessful.

A successful candidate will be expected to sign a Performance Agreement.

Please note that Council reserves the right not to fill the position.



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CONTACT PERSON

All enquiries should be directed to the Manager Human Resources *on* - telephone 051 603 1300/1466 *during working hours* or nelanin@senqu.gov.za

MR. T. MAWONGA
MUNICIPAL MANAGER
SENQU LOCAL MUNICIPALITY
Private Bag X03
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9755

FILE NO: 3/3/2/1/3
17/03/2026



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