



THEMBELIHLE

*Incorporating the towns of Strydenburg and Hopetown
Northern Cape Province, Republic of South Africa*

**LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI**

✉ Private bag X3HOPETOWN8750
Church Street HOPETOWN 8750
☎ (053) 2030005/8/442
Fax (053) 203 0490
www.thembelihlemunicipality.gov.za

INTERNAL ADVERTISEMENT

NOTICE NO: 65/2026

Thembelihle Municipality, with its Headquarters in Hopetown hereby invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

Supply Chain Management Officer: Reference Number: 65/2026/01/10/2026

DIRECTORATE: FINANCE DEPARTMENT

DIRECTORATES : FINANCE DEPARTMENT

PLACE OF WORK : HOPETOWN (HEAD OFFICE)

DURATION : PERMANENT

**SALARY LEVEL : TASK GRADE 10 NOTCH 1 (R319 295.16 per annum), plus,
normal fringe benefits applicable to local government.**

Minimum Requirements:

- National Diploma Accounting
- NQF Level 6
- Strong personality
- Ability to make decisions
- Good communication skills

Job Purpose:

To perform tasks/ activities associated with the application of specific Supply Chain procedures, updating supplier database, analysing internal needs, budgetary provisions and supplier capabilities, sourcing suppliers and placing orders against conformed requisitions and interacting and establishing the status of orders and/ or prioritising requirements to prevent stock depletion or interruptions to service delivery.

Key Performance Areas:

- Receive supplier database application forms
- Check if all vendor requirements comply
- Assist applicants with the compilation of the forms
- Forward new applications for capturing to Creditors section

- Regular updating of suppliers database
- Obtain relevant legislative documentation such as tax clearance, CIDB, etc, from suppliers
- Identify per request received what procurement is to be followed
- Scrutinises requisition to verify correct vote number, await funds as well as signing authority of requester
- Identify possible Vendors of product to be procured
- Evaluate all quotations received
- Obtain quotations as per SCMP regulations
- Place adverts on Website and notice Boards as per SCMP
- Apply Council's SCMP to identify successful supplier
- Place order with supplier
- Forward all information to creditors section for capturing into financial system
- Scrutinise all typed orders for correctness and authorise
- Assist with expediting delivery of orders
- Authorise any deviations between quoted price and delivered price (if any) and authorise order for payment
- Control sequence numbers for all printed material
- Obtain quotations for long term pricing on repetitive products and services
- Arrange site meetings for special works to be performed
- Opening and witnessing of quotations received in the official quotation box (public opening)
- Assist Store keeper in resolving queries on material received
- Drafting of tender documents for stock items to be procured that exceeds tender amount
- Evaluates new suppliers
- Addressing representatives
- Arranges site meetings / verbal consultations – via fax/e-mail and notice boards
- Reviewing the latest catalogues of price lists
- Negotiating new agreement/ arrangement with suppliers
- Arranges site meetings
- Obtains technical data when necessary
- Attends supplier demonstrations and presentations
- Inform users Department of new products for analysing and testing

The competency level for this position is found at level 1 as stipulation in Annexure A of the municipal staff regulations Notice No 89 as promulgated in Government Gazette 45181 dated 20 September 2021.

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and references may be contacted and their qualifications, credit record may be verified and they will be subjected to a police security clearance.

Interested persons are requested to forward (or email their application to recruitment@tlim.gov.za) a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager.

Enquiries can be directed to the Acting Chief Financial Officer, Mr Lwazi Khaph at 053 2030 005/8 or manfs@tln.gov.za.

Closing date: 09 October 2026 at 16h00

**Kealeboga G Gaborone
Municipal Manager
Thembelihle Municipality
PO Box X3
HOPETOWN
8750
Tel: 053 2030 005/8**

- Canvassing for selection will automatically disqualify an applicant.
 - If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
 - No applications will be considered without certified copies of the original documents of qualifications.
 - The Council reserves the right not to appoint.
 - Correspondence will be limited to short-listed candidates.
-