



Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 011 2238, Fax: 051 713 0461  
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Xhariep District Municipality comprises of the following Local Municipalities; Kopanong, Letsemeng, Mohokare and Xhariep District Municipality subscribe to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administrative offices of the municipality are situated at Trompsburg; which is 125 km's south of Bloemfontein.

To this end, the municipality seeks to fill the following vacant post.

POST NO	JOB ADVERTISEMENT	
1	Job Title	<b>ADMINISTRATOR SUPPLY CHAIN MANAGEMENT (PERMANENT)</b>
Ref. No. BTO089/04/26	Reporting to	<b>MANAGER: SUPPLY CHAIN MANAGEMENT</b>
Responsibility	<p>The supply chain administrator's primary role is to support smooth-running of the supply chain department through administrative duties. These includes:</p> <ul style="list-style-type: none"> <li>• Assisting in the achievement of the company objectives and KPIs</li> <li>• Ordering stock from suppliers to fulfil customer demands and maintaining service levels.</li> <li>• Processing order confirmations from suppliers quickly and efficiently; liaising with other departments where necessary.</li> <li>• Chasing suppliers for overdue items.</li> <li>• Resolving issues where stock does not arrive exactly as it should.</li> <li>• Maintaining all documents relating to supply chain processes in accordance with the company's quality requirements.</li> <li>• Communicating informed risks within the business to key stakeholders.</li> <li>• Preparing presentations, reports and analysis.</li> <li>• Supporting the function of the supply chain department.</li> <li>• Communicating/ interacting with personnel across various Departments in respect of specific requirements and priorities.</li> <li>• Receiving and verifying information recorded on requisition forms (vote numbers, specifications, etc), processing information onto the system and allocating order numbers</li> <li>• Obtaining quotations in accordance with guidelines stipulated in the Procurement Policy and requesting orders.</li> <li>• Checking quoted prices and specifications against requisitions/ requirements of the Departments.</li> <li>• Interacting with supplier representatives and resolving aspects pertaining to quality, discounts and delivery lead times.</li> </ul>	
	Qualifications	National Diploma in Supply Chain Management or Accounting or Public Management.
	Requirements	Excellent communication skills (written and verbal) Strong interpersonal, planning and organising skills. High level of computer literacy.
	Remuneration	<b>R 243 945.68 per annum</b>
	Specialised Training	Municipal Finance Management Programme Certificate (MFMP)
	Experience	1 year previous experience in supply chain or procurement may be helpful.

	<b>Knowledge and Skills</b>	Good Communication Skills Computer Skills Report writing Skills Administration Understanding. Bilingualism Sound human relations
	<b>Behavioural Competencies</b>	Ability to maintain a high level of confidentiality and professionalism. Strong analytical and problem-solving abilities.
<b>Please note :</b>		
<ol style="list-style-type: none"> <li>1. Applications must be on Application Form for Employment obtainable in Gazette No. 45181 – www.xhariep.fs.gov.za appear as Annexure B in Page 762 of 770</li> <li>2. Applications should include resume and certified copies of qualifications and ID.</li> <li>3. It's the applicant responsibility to have foreign qualification to be evaluated by the South African Qualification Authority (SAQA) and to attach the proof thereof.</li> <li>4. Should applicants not hear from us after 30 days after the closing date; they should consider their applications unsuccessful.</li> <li>5. Given the anticipated huge volume of applications; communication will be restricted to shortlisted candidates only.</li> <li>6. People from designated groups are encouraged to apply.</li> <li>7. No late applications will be considered.</li> <li>8. Canvassing of any officials or Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.</li> <li>9. Applicants submitting their Curriculum Vitae to this advertisement automatically agree and authorise Xhariep District Municipality and or/ its representative to undertake necessary confirmation of any information or certificate in the curriculum vitae or accompanied documents. <b><i>The applicant therefore gives consent that any information may be accessed for verification in adherence to the POPI Act.</i></b></li> <li>10. Xhariep District Municipality reserves the right not to make any appointment or follow other forms of recruitment and to re-advertise before a short list is compiled.</li> </ol>		
<b>Applications should be directed to:</b>	The Municipal Manager : Ms LY Moletsane , Private Bag X136, Trompsburg, 9913 ( <b>Only hard copies</b> )	
Enquiries	Mr Tefo Lebaka Manager: Human Resource Management and Labour Relations Tel. 051 0112238 /Cell: 076 0981478	
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Approved by:  .....

Date: 10.04.26

Ms. LY Moletsane  
Municipal Manager  
Xhariep District Municipality