

<u>POST 32/138</u>	:	<u>STRATEGIC SOURCING SPECIALIST</u> Directorate: Supply Chain Sourcing
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Supply Chain Management/Procurement/Public Management/ Public Administration/Finance/Auditing/Project Management/ Commercial field or Built Environment or equivalent). Experience: Appropriate experience in Supply Chain Management (Demand Management, Secretariat support to Bid Adjudication or Tender Committee, or other committees with a similar strategic value) Inherent requirement of the job: Valid driver's license (Code B/EB). Competencies (knowledge/skills): Strong proficiency in data analysis, Reporting, market research, analysis of procurement data. Ability to handle matters of a confidential nature. Computer Literacy, with advanced competence in MS Word and Excel and good working knowledge of BAS/SYSPRO/LOGIS. Excellent written and verbal communication skills in English & Afrikaans or IsiXhosa, incl. report writing, Analytical skills (with particular focus on numerical accuracy, data analysis, data sets and other relevant information). Supervisory skills. Presentation skills. Sound problem-solving skills, Ability to work under pressure, Knowledge of tools for report generation (MS Word, Excel and PowerPoint, etc.)
<u>DUTIES</u>	:	Manage Procurement Planning and Demand Management Processes for the Department, Provide quarterly updates to stakeholders with regards to procurement plans. Manage the BAC/TC processes (Bid Secretariat). The review of departmental policy processes and regular communication thereon. Operationalizing provincial policy on Demand Management and procurement Planning. Reporting. Manage staff and section output (Human Resource Management).
<u>ENQUIRIES</u>	:	Mr A Mili Tel No: (021) 834 9050, email: Ayanda.Mili@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	19 September 2025
<u>POST 32/139</u>		<u>ASSISTANT DIRECTOR: FINANCE (SUPPLY CHAIN MANAGEMENT/REVENUE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Eerste River Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year tertiary National Diploma or Degree. Experience: Appropriate experience in Finance, Supply Chain in health-related environments and Revenue/patient admin. Management and Preventative Maintenance. Appropriate management and Supervisory experience. Competencies (knowledge/skills): Ability to compile, interpret and analyse reports. Good interpersonal relations and communication skills. Computer literacy (MS Word, Excel, and PowerPoint).
<u>DUTIES</u>	:	Overall management of the Finance, Supply Chain, Revenue/patient admin, information management, case management, and Contract Management components for Eerste River Hospital as well as Kleinvlei and Mfuleni Day Clinics. Monitor, control, and report expenditure, income and budget-related matters. Analyse, interpret, report financial budget deviations and trends. Manage demand, procurement, assets and disposals. Maintain financial and procurement systems. Facilitate the award and management of contracts. Experience in the hospital Facility Board accounting environment. Manage Human Resources in the components.
<u>ENQUIRIES</u>	:	Dr. A Anthony Tel No: (021) 902-8024
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	19 September 2025