
DIRECTORATE
FINANCE

DEPARTMENT
Supply Chain Management

SALARY

Basic: R 415 782 p a

REFERENCE NUMBER

FIN 54/26 Ext

CLOSING DATE

25.06.2026

ELIGIBILITY

Suitably Qualified
Candidates

Assistant Professional Officer – SCM 3-year Full Time Contract

Requirements

- Completed Degree or Diploma or National Diploma relevant to SCM, which may include the following disciplines amongst others: Finance - SCM - Legal - Built environment
- Preference will be given to unemployed graduates
- A Code B driver's licence will be an added advantage
- Candidates should reside within the City of Cape Town

Key Performance Areas

- Attending to specific administrative functions in respect of the procurement of goods and services within the section through adherence to procedures and systems associated with the City of Cape Town procurement practices.
- Sourcing quotations in accordance with guidelines stipulated in the Procurement Policy.
- Attending BSC and BEC meetings
- Execute procurement processes in compliance with regulations and MFMA.
- Arrange for the collection and return of quotations to and from project managers to enable the project managers to assess responses received and finalise the process for the appointment of service providers.
- Interfacing with Client Departments and Project Managers on Tender/Bid issues as well as Service Level Agreements to ensure there are agreed standards and Delivery dates.
- Arranging and planning of meetings for the BSC and taking minutes, where applicable.
- Verifying of Tender/Bid Advertisement for corrections before sending to Corporate Administration for placement in the press.
- Compiling of Tender/Bid Documents and checking for legal compliance, completeness and accuracy including ensuring that it meets the standards set by the SCM department.
- Loading of information onto the City's Website and on the CIDB Website.

THE CITY PROMOTES AND APPLIES THE PRINCIPLES OF EMPLOYMENT



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

How to Apply

By submitting your application for a position at the City of Cape Town, you are consenting to the use of your personal information provided as part of your application and/or Recruitment process for Recruitment and Selection purposes. In addition, you may be required to undergo, including but not limited to, Criminal and Security Checks, Personal Verification, and Lifestyle Audits, throughout your recruitment process and/or subsequent employment.

External candidates: APPLY ON LINE VIA
www.capetown.gov.za/careers

Internal staff: APPLY ONLINE VIA SAP PORTAL

Certified copies of qualifications must be available on request. Applicants are respectfully informed that, if no notification of appointment is received within three months of the closing date, they must accept that their applications were unsuccessful



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD