
DIRECTORATE
FINANCE

DEPARTMENT
Supply Chain Management

SALARY
TCOE:R1.552.377-R1.962.155

REFERENCE NUMBER
FIN 79/26 Ext

CLOSING DATE
25.09.2026

ELIGIBILITY
Suitably Qualified
Candidates

Manager Demand Planning, Disposal, Supplier Management & Administrative Services **Candidates that applied to FIN 32/26 would need to re-apply**

Requirements

- A relevant three-year tertiary qualification, preferably a bachelor's degree in commerce (Supply Chain Management, Procurement, Logistics, Finance, Business, Risk Management, Demand Management) or other relevant qualification(s).
- 8 years or more relevant experience.
- In addition, it would be advantages if the candidate is able to demonstrate capabilities to drive a more modern and data-driven Demand Management function. This would include, amongst others:
- An understanding of Artificial Intelligence and emerging technologies and how these can be applied to improve demand planning;
- The ability to interrogate and use data to identify trends, inefficiencies, risks and opportunities;
- Strong technology and systems capability, including the ability to leverage existing systems and data more effectively;
- Innovate and the ability to identify opportunities to improve and automate processes; and
- Computer Literacy: MS Office
- Ensuring that requirements are addressed by procurement contracts. Conducting value for money analysis, market research and supplier analytics to ensure that innovations and technological benefit are maximized.

Key Performance Areas

- Providing the SCM Director support with respect to
- Managing the secretarial requirements of the Supply Chain Management Committees.
 - Provide leadership and oversight of the Supplier Management function, ensuring accurate processing, maintenance, and governance of all vendor data. Managing Supplier Risk registers.
 - Drive the development and implementation of supplier development programmes, strengthening supplier capability and enabling sustainable supplier growth.



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- Manage and monitor SCM-wide Human Resource Management obligations, including Strategic Workforce Planning, Individual Performance Management processes, Education, Training and Development, labour relations procedures, time and attendance management, and departmental HR analytics.
- Providing the SCM Director support with respect to Promoting a professional culture within SCM unit.
- Oversee the staff due diligence and vetting function, ensuring robust controls, effective reporting, and mitigation of organisational conflict risks.
- Provide leadership and oversight of the SCM Records Management function, ensuring full lifecycle control of all physical and electronic SCM records.
- Leadership and stakeholder-management capability necessary to fundamentally change the performance and perception of the Demand Management function
- Design and Implement Demand Management policies, systems, and procedures that support efficient and economic procurement of goods and services.
- Manage the City's movable asset disposal processes, providing strategic oversight of the central auction centre and ensuring compliance, transparency, and effective revenue generation.
- Ensuring that requirements are addressed by procurement contracts, conducting value for money analysis, market research and supplier analytics to ensure that innovations and technological benefit are maximized
- Manage all administrative processes to ensure proper maintenance of vendor master data
- Manage the process of codification of the SAP Materials Master data in an accurate and timeous manner ensure that material master data is in accordance with the City data standard

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.



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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



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