

# WESTERN CAPE

## GAMBLING AND RACING BOARD

The Western Cape Gambling and Racing Board, a statutory body established to regulate and monitor the gambling and betting industry within the Western Cape and an Equal Opportunity Employer, invites applications for the following position.

### SUPPLY CHAIN MANAGEMENT OFFICER

The Western Cape Gambling and Racing Board has an opportunity for a qualified and competent individual to provide procurement services for goods and services, encompassing demand, acquisition, and contract management. This position is based in Parow, Cape Town.

The position requires a team player who is skilled at working effectively with people at all levels and can also operate independently. Additional prerequisites include an innovative and creative flair, sound problem-solving skills, attention to detail, fluent communication in English, and computer literacy.

**Minimum education and experience required are:** • Three year National Diploma (NQF 6) or undergraduate Bachelor Degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ Finance/ Accounting/ Economics/ Internal Audit • Five year's functional experience in Supply Chain Management at a public entity or government institution.

**Candidates must have a sound knowledge of the following:** • Computer applications (e.g. Microsoft Word, Excel, Outlook, etc.) • Applicable legislative and regulatory frameworks relevant to Supply Chain Management and Schedule 3C public entities • Public Finance Management Act • Preferential Procurement Policy Framework Act, Act 5 of 2000, relevant Supply Chain Management Regulations, Policies and Procedures • National Treasury Regulations • National Treasury Instructions / Circulars • Provincial Treasury Instructions / Circulars • Broad-Based Black Economic Empowerment Act, 53 of 2003 • Administrative knowledge of the full SCM process (including SCM Performance Management, Contract Management, and Service Level Agreements).

**Duties include but are not limited to:** • Oversee the overall supply chain management operations including demand management, acquisition, logistics, performance and risk management • Oversee, coordinate and advise on the process of drafting specifications/terms of references and special conditions of contracts • Compilation of annual procurement plan and report thereof on a quarterly basis • Coordinate and execute the quotation and bidding processes • Ensure prevention of fraud and abuse of the SCM system interventions • Monitor, analyse and determine actions to ensure compliance with contract management • Report on supply chain management information as required to internal and external stakeholders • Develop and implement a SCM performance system • Supervise the annual SCM risk assessment, development of the SCM risk universe and risk response plan • Review the supply chain management processes, policies and performance and make recommendations to improve the efficiency and effectiveness of the supply chain unit.

The Board offers a total cost-to-company remuneration package (including a 13th cheque) of R 817 763.60 per annum (salary level 10).

Please apply through this link: <https://bit.ly/4u6fFiK> or scan the QR code.

Please note that applications via email will not be accepted.

**Closing Date: 8 May 2026**

Direct inquiries to Ms. S. Sixubane at [sweetness@wcgrb.co.za](mailto:sweetness@wcgrb.co.za)

Please note that the successful applicant will work with highly sensitive and confidential information; therefore, a high level of integrity and ethics is of paramount importance.

Correspondence will be limited to shortlisted candidates only. If you have not been contacted within four (4) weeks of the closing date, please accept that your application has been unsuccessful. The Board reserves the right not to make an appointment.

The Board supports both employment equity and affirmative action as contained in its employment equity plan and affirmative action policies and targets and the position will be filled in accordance with the relevant plan and policies.

The shortlisted candidates will be required to be available for interviews at a date and time as determined by the Board.

In order to consider any application for employment, we will have to process your personal information. A law, known as the Protection of Personal Information Act, 4 of 2013 (POPIA) provides that when one processes another's personal information, such collection, retention, dissemination and use of that person's personal information must be done in a lawful and transparent manner. In order to give effect to this right, we are under a duty to provide you with a number of details pertaining to the processing of your personal information. These details are housed under the HR Processing Notice, which can be accessed and viewed on the WCGRB website, <https://www.wcgrb.co.za/notices/> which HR Processing Notice we request you kindly download and read.

