



EASTERN CAPE
DEVELOPMENT
CORPORATION

VACANCIES

Position	Description
Employee Relations, Wellness & Compliance Partner - Permanent Grade 14: R 454 924 - R 556 018 (Total Cost to Company)	The Employee Relations, Wellness and Compliance Partner will report to Senior Manager: Human Resources. The candidate will be responsible for implementing an employee relations strategy which is aligned to business needs, promote wellness and OHS programmes based on organisational and employee needs; establish relevant policies and procedures and monitor controls for an effective ethics/compliance program and reporting standards.
Administrator Procurement - Three (3) Year Contract Grade 10: R 227 808 - R 278 431 (Total Cost to Company)	The Procurement Administrator will report to Manager: Demand and Acquisition. The candidate will provide administrative support to Procurement.
Administrator Contract Management (Procurement) - Three (3) Year Contract Grade 10: R 227 808 - R 278 431 (Total Cost to Company)	The Contract Management Administrator will report to Manager: Contract Management. The candidate will provide administrative support to Contract Management.
Loan Implementation Officer - Permanent Grade 13: R 419 080 - R 512 209 (Total Cost to Company)	The Loan Implementation Officer will report to Executive Manager: Legal, Compliance & Governance. Completion of legal agreements and recording master data on Promun. Ensuring that all securities or collaterals are registered in accordance with terms and conditions of loan approval.
Compliance Officer - Permanent Grade 10: R 227 808 - R 278 431 (Total Cost to Company)	The Compliance Officer will report to Senior Manager: Supply Chain Management. To ensure ECDC's compliance to legislation and policies relating to procurement.

For more information, visit our website: www.ecdc.co.za

Please send your detailed CV to the: Talent Management Consultant,

Tel: 043 704 5783, Fax: 086 682 9817, Email: humanresources@ecdc.co.za

Closing Date: **26 November 2018**

If you have not been contacted within eight (8) weeks after the closing date of the advertisement, please regard your application as unsuccessful.

In making these appointments, ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies and plans.



VACANCY

ADMINISTRATOR PROCUREMENT THREE (3) YEAR CONTRACT GRADE 10: R 227 808-R 278 431 (Total Cost to Company)

The Procurement Administrator will report to Manager Demand and Acquisition. The candidate will provide administrative support to Procurement.

KEY DUTIES AND RESPONSIBILITIES

The Key Performance Areas will encompass:

ADMINISTRATIVE

- ❖ Ensure adherence to Procurement Legislation, Policies and Procedures Contracting with successful applicants in line with guidelines of the SCM framework;
- ❖ Pre - tender submissions;
- ❖ Liaise with business unit managers to ensure that bills of quantities, job specifications or terms of reference are clearly defined and presented to Manager: Demand and Acquisition;
- ❖ Custodian of evaluation reports and procurement proposals and quotes;
- ❖ Formulate comprehensive and accurate evaluation reports with recommendations for authorisation;
- ❖ Record attendance and declaration of interests by Quotations Evaluation members to the meeting;
- ❖ Monitor that Quotations Evaluation Committee recommendations are carried out and report back on a monthly basis;
- ❖ Document Quotations Evaluation Committee minutes accurately;
- ❖ Compile a detailed weekly procurement report to the Manager : Demand and Acquisition indicating projects status;
- ❖ Maintenance of supplier database;
- ❖ Capturing of all supplier information and updating of supplier database.

MINIMUM REQUIREMENTS

- ❖ National Diploma in Supply Chain or related qualification
- ❖ Three (3) years administrative support experience
- ❖ Finance background is an added advantage
- ❖ Must possess the following competencies:
 - Office management;
 - Document filing;
 - Scheduling meetings and
 - Computer literacy and report writing skills.

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Talent Consultant
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Fax: 0866829817
Email: humanresources@ecdc.co.za
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