



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 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.

KEY DUTIES AND RESPONSIBILITIES

The Key Performance Areas will encompass:

ADMINISTRATIVE

- ❖ Render administrative assistance for all Contract Management Services in ECDC;
- ❖ Maintain ECDC contract management register and deviation register;
- ❖ Draft response letters to bidders, liaise with end users in preparation and reviewing of ECDC contracts;
- ❖ Provide support in the implementation of contract management policy and procedures;
- ❖ Ensure compliance with SCM policy and all relevant legislation in the management of ECDC contracts;
- ❖ Provide assistance in the monitoring of contract progress and performance.
- ❖ Issue monthly contract monitoring tool to end users;
- ❖ Issue notification of contract expiry period to end users monthly;
- ❖ Coordinate and provide monthly report to the Contract Manager;
- ❖ Prepare and administer contracts files and records.

MINIMUM REQUIREMENTS

- ❖ National Diploma in Supply Chain Management/Logistics Management/Public Management/Public Administration/Law Degree ;
- ❖ Three (3) year contract management experience;
- ❖ Must possess the following competencies:
 - Operational and financial management skills;
 - Reviewing and drafting contracts;
 - Understanding of Contracts and Service Level Agreements (SLA's);
 - Good knowledge of operational performance planning and monitoring;
 - Corporate governance knowledge of the PFMA, Treasury Regulations,
 - Law of contracts and Supply Chain Management prescripts.

This is a three (3) year fixed term appointment and the successful candidate will be subjected to signing a performance contract. If you have not been contacted within 8 weeks after the date of the advertisement, please regard your application as unsuccessful.

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Talent Consultant
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Fax: 0866829817
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Closing date: 26 November 2018
