



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

COMPLIANCE OFFICER

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.

KEY DUTIES AND RESPONSIBILITIES

The Key Performance Areas will encompass:

Implementation and monitoring of compliance processes

- ❖ Implement appropriate systems, processes and procedures to ensure that ECDC contracts comply with their respective responsibilities, internal policies and law stipulation, regulations and other applicable codes of conduct;
- ❖ Create and maintain interest in the compliance function and getting everyone within the corporation to think compliance;
- ❖ Communicate all risk and compliance policies, processes and guidance to all departments;
- ❖ Conduct compliance awareness campaigns;
- ❖ Provide compliance analysis and support on supply chain projects on a day-to-day basis.

Providing guidance to business units and reporting

- ❖ Advise all the respective business units on compliance and regulatory guidelines;
- ❖ Implement standards consistently to ensure clear guidelines for each business unit;
- ❖ Identify and monitor new and existing legislation that impacts the business for the purposes of making recommendations to management in respect of control procedures and procedure changes;
- ❖ Ensure that compliance risks are logged and compliance issues identified, monitored, reported; escalated to relevant person/s & Committee/s and corrective actions are taken;
- ❖ Assist the Head SCM in coordinating internal compliance review and monitoring activities;
- ❖ Access and avail records relevant to monitoring activities and report findings;
- ❖ Implement action plans to introduce corrective measures for non-compliance.

Bid process

- ❖ Compliance requirements are understood prior to submission of bids;
- ❖ Physically audit tenderers for compliance and advising the Tender Evaluation Committee on all tenders;
- ❖ Perform pre-award and post-award functions involving highly specialized procurements; including procurement planning, maintaining acquisition documents and related schedules and coordinating a variety of contract administration activities;
- ❖ Conduct briefing sessions and bid opening meetings for public bids;
- ❖ Receive and analyse proposals, evaluates technical bids, for responsiveness to and conformance with the solicitations;
- ❖ Coordinates Bid Evaluation committee meetings;
- ❖ Prepare all compliance documents associated with the evaluation process.

General administration and reporting

- ❖ Prepare Compliance Reports;
- ❖ Prepare a monthly report of incidents, problems, statistics and feedback on enquiries.

MINIMUM REQUIREMENTS

- ❖ National Diploma in Purchasing, Procurement Management, Internal Audit, Public Management or related qualification;
- ❖ Three (3) years relevant experience in Supply Chain;
- ❖ Must possess the following competencies:
 - In depth knowledge of Government Legislation regulating procurement in South Africa e.g. BBBEE Act, PPPFA regulations;
 - Knowledge of public procurement structures and systems;
 - Knowledge of PFMA and relevant sections relating to procurement;
 - Exposure to benchmarking;
 - Excellent organisational skills;
 - Excellent communication and negotiation skills;
 - Results oriented.

This is a permanent appointment and the successful candidate will be subjected to signing a performance contract and verification of qualifications. Shortlisted candidates will be required to attend interviews as well as other assessments. If you have not been contacted within 8 weeks after the closing date of the advertisement, please regard your application as unsuccessful.

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Please send your detailed CV to
Talent Consultant
Tel:043 7045783
Fax: 0866829817
Email:humanresources@ecdc.co.za
Closing date: 26 November 2018
