
ADVERTISED VACANCY : 20 February 2019



ADMINISTRATOR PROCUREMENT- 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
- ❖ 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.

This is a 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.

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

Please send your detailed CV to
Talent Consultant
Tel. (043) 7045783
Fax 0866829817
Email humanresources@ecdc.co.za
Closing date: 27 February 2019
