

POSITION : PROCUREMENT SUPERVISOR
CENTRE : HEAD OFFICE
BAND : C UPPER

Purpose

To ensure that procurement processes, especially for capital projects, are done in an effective and sufficient manner.

Requirements

- Minimum of 3 years tertiary qualification in Finance Management or Purchasing Management or equivalent relevant qualification.
- Minimum of 3 years' related experience in a similar position.
- Computer literate, and able to work with computer software.
- Code EB driving license.
- Knowledge and experience of construction procurement.

Key Performance Areas

- **Demand Management:** Scrutinise purchase requisitions to ensure compliance with ECPTA policies. Develop specifications or Terms of References for all capital expenditure, (infrastructure related).
- **Acquisition Management:** Prepare tender adverts, documents and facilitate briefing meetings. Provide procurement lead support on various bid committees.
- **Supply Chain Management:** Assist in the development and review of SCM policies, procedure manual, SCM checklists. Monitor and review all SCM processes to ensure adhering to all applicable regulations, circulars and policies.
- **Contract Management:** Ensure contracts are in compliance with applicable prescripts and laws. Develop the contract for Service Level agreements.
- **Corporate Governance:** Ensure that audit findings are reduce yearly. Perform audit management responses and follow-up on action plans.
- **Administrative support:** Review of work done by the subordinates. Provide advice, internally and externally, based on supply chain management matters.

In line with the Employment Equity Policy of the Eastern Cape Parks & Tourism Agency, preference will be given to suitable candidates from the designated groups. (Where applicable).

Closing Date: 08 March 2025.

Please forward your application to:

- 1) recruitment2@ecpta.co.za please specify the position you are applying for.
- 2) Please submit a comprehensive CV. Applications received after the closing date and/or those submitted to an address not listed above will not be considered.
- 3) If you do not receive a response within 30 days, please consider your application as unsuccessful.

The ECPTA reserves the right not to fill any advertised position.

