

POSITION : PROCUREMENT OFFICER – 2 YEAR FIXED TERM CONTRACT

Centre : Head Office (East London)

Level : C2

Purpose

Reporting to the Procurement Supervisor, the Procurement Officer will provide and oversee the overall administration of the acquisition or procurement of goods and services for the Eastern Cape Parks and Tourism Agency.

Requirements

- A minimum B.Degree in Supply Chain Management or Finance or relevant equivalent qualification is required plus 3 (three) year's related experience in a similar position.
- Valid driver's licence.

Key Performance Areas

- **Supply Chain Management:** Monitor and review the whole SCM processes/components to ensure adherence to all regulations and policies.
- **Bid Administration:** Compare the procurement of goods and services against the procurement plan.
- **Contract Management:** Ensure that contracts are in compliance with the law.
- **Risk Management:** Follow up on SCM risks included in the risk register.
- **Corporate Governance:** Ensure that audit findings are reduced year to year.

NB: 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: 07 February 2020

Please forward your application to:

- 1) All applications/enquiries can be e-mailed to: recruitment@ecpta.co.za or faxed to 0865454851
- 2) Please specify the position you are applying for.
- 3) Applications must be accompanied by a comprehensive CV. Applications received after the closing date and/or those submitted to an address not listed above will not be considered. 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.

