

POSITION : PROCUREMENT OFFICER – 4 MONTHS FIXED TERM

Centre : HEAD OFFICE (East London)

Level : C - LOWER

Purpose

Reporting to the Procurement Supervisor, the Procurement Officer will register all suppliers on the database of the ECPTA and to facilitate the acquisition process.

Requirements

- A minimum of a 3-year National Diploma or B. Degree in Supply Chain Management or relevant equivalent qualification is required.
- 3 (three) year's related experience in supply chain management.
- Strong experience in implementation of PFMA and PPPFA.
- Management as well as understanding and interpretation of contracts and drafting thereof.
- The ideal candidate is expected to display profound knowledge of database management / the supply chain management environment.

Key Performance Areas

- **Acquisition Management:** Compare the procurement of goods and services against the procurement plan.
- **Contract Management:** Draft letters of appointment and Service Level Agreements. Ensure that the Service Level Agreement is recorded by the Contracts manager.
- **Risk Management:** Follow up on SCM risks included in the risk register.
- **Database Management:** Ensure that the database form is compliant to Treasury regulated standards and ensure that audit findings are eliminated.

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: 16 April 2024

Please forward your application to:

- 1) Recruitment2@ecpta.co.za and 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.

