

POST: **PROCUREMENT ADMINISTRATIVE OFFICER: BIDS
MANAGEMENT 2 POSTS REF: 280114/09**

SALARY: R 183 438 per annum (Level 7)
CENTRE: Pretoria

REQUIREMENTS: A national diploma or degree in Public Management/Finance/Supply Chain Management. Three (3) years experience in Acquisition Management. Knowledge of organizational and government structures. Knowledge and understanding of Supply Chain Management Framework and processes. Understanding of the application of SCM procedures and Delegations. Knowledge and understanding of the application of Broad based Black Economic Empowerment. Report Writing and communication skills. Accountability and good ethical conduct.

DUTIES: Advertisement of bids. Opening of bids, Attend Bids Evaluation Sessions and take minutes. Serve as secretariat of the bid adjudication committee (in the absence of bid secretariat). Draft correspondence to bidders on the outcome of the bid adjudication, Production of monthly reports; Ensure proper flow of work in the bids section.

ENQUIRIES: Ms E Kgwadi, Tel (012) 336 7120