

EXTERNAL ADVERT

Location:	Centurion
Division:	Chief Financial Office (Procurement)
Date last modified:	September 2022
Reports to:	Supply Chain Acquisition Manager
Nature of employment:	Permanent
Total Cost to Company:	Market related

[PROJECTS PROCUREMENT SPECIALIST]

The main purpose of this role is to coordinate the implementation of a fair, transparent, equitable, competitive and cost-effective supply chain management strategy in the implementation of bulk raw water infrastructure capital projects.

THE KEY PERFORMANCE AREAS OF THE ROLE IN FOCUS, ARE:

1. Stakeholder Management

(Procurement of goods and services)

- Advises TCTA on procurement of engineering and construction service requirement
- Communicates TCTA Policies and tendering procedures to suppliers of engineering and construction services.
- Implements supplier relationship management strategies for engineering & construction service providers.
- Liaises with internal stakeholders to resolve supplier complaints and disputes.
- Manages project specific briefing sessions for suppliers of engineering and construction services.
- Plans and implement preferential procurement strategy in the implementation of capital projects.
- Participates in the development of construction and engineering tender specifications.

2. Contract Management

- Monitor engineering and construction contracts compliance with the contract provisions and relevant legislations.
- Be an agent for procurement transformation during projects implementation by monitoring transformation targets and report on them.
- Review all subcontracting after award and advise client departments in line with the approved legislations, policies, and procedures.
- Review invoices received and recommend for payment if valid and in line with the contractual provisions.

3. Communication

- Assist with communication of Procurement policies, procedures, and strategies in capital projects to all TCTA staff
- Manages the visibility of SCM activities in projects to employees
- Manages the visibility of activities to suppliers of engineering and construction services

- Manages and monitors the performance of engineering and construction service providers.

4. Administration

- Maintain and update Procurement risk register in capital projects
- Provide inputs to the updating of supply chain management policies and procedures in capital projects.
- Ensures the management of Procurement records for procurement of capital projects

5. Service Quality Management

- Maintains Procurement processes compliant to ISO 9001 and/or SANS standards in capital projects.
- Provide inputs on benchmarking of Procurement services.

REQUIREMENTS

- B Degree or equivalent qualification in Procurement / Supply Chain Management or any other relevant field of study.
- A qualification in Engineering would be advantageous
- At least seven (7) years experience in procurement
- Must have experience of procurement in a construction and/or engineering projects environment.
- Implementation of the Broad Based Black Economic Empowerment Act, CIDB Act

Please email your CV accompanied by Cover Letter to careers@tcta.co.za the subject should be the position title. For enquiries, please contact Ms Sixolile Shabalala on sshabalala@tcta.co.za

TCTA's approved Employment Equity Plan and Targets will be considered as part of the recruitment process. As an Equal Opportunities employer, the organisation actively encourages and welcome people with various disabilities to apply;

If you have not been contacted within 30 days after the closing date, please accept that your application was unsuccessful.

All appointments shall be subject to Competency Assessments.

A detailed job profile is available on request.

Closing date: 21 September 2022

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