

EXTERNAL ADVERT

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| Location: | Centurion |
| Division: | Chief Financial Office (Procurement) |
| Date last modified: | July 2023 |
| Reports to: | Supply Chain Acquisition Manager |
| Nature of employment: | Permanent |
| Total Guaranteed Pay: | Market related |

[PROJECTS PROCUREMENT SPECIALIST]

The main purpose of this role, not limited to: implement 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 service)

- Advises TCTA on procurement of engineering and construction service requirements.
- Provides awareness and understanding of the TCTA policies and tendering procedures during briefing sessions and site visits
- 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.
- Plans and implements enterprise and supplier development strategies in the implementation of capital projects.
- Conducts market analysis and guide user departments on appropriate procurement strategies and methods.
- Liaise with TCTA internal clients in relation to procurement of infrastructure goods and services for the implementation of infrastructure projects.

2. Contract Management

- Monitors 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.
- Reviews all subcontracting after award and advise client departments in line with the approved legislations, policies and procedures.
- Reviews invoices received and recommend for payment if valid and in line with the contractual provisions.
- Supports client departments with review of variation orders and conclusion of contract addenda.

3. Administration

- Maintain and update the SCM risks register in capital projects.
- Provide inputs to the updating of supply chain management policies and procedures in capital projects.
- Advise bid committees on SCM policies & procedures for procurement in capital projects
- Management reporting and monitoring of procurement activities in capital projects.
- Management reporting and monitoring of the implementation of enterprise development and preferential procurement in capital projects

4. Service Quality Management

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

MINIMUM REQUIREMENTS

- B Degree or B. Tech 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 procuring infrastructure goods and services for implementation of mega projects.
- Must have strong knowledge of FIDPM, FIDIC, NEC and GCC and PPR 2022.
- 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 012 683 1265.

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: 27 July 2023

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