

EXTERNAL ADVERT

Location:	Centurion
Division:	Chief Financial Office (Procurement)
Date last modified:	October 2024
Reports to:	Senior Manager: Supply Chain
Nature of employment:	Permanent
Total Guaranteed Pay:	Market related

[Manager Acquisition: Capital Projects]

The purpose of this role is to:

Drive and execute the capital projects procurement plan.

Ensure the development of appropriate tender specifications and terms or references, oversee bid processes and support the Project Management & Implementation Division (PMID) with contract management through the facilitation of integrated functional teams.

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

- 1. Manage Capital projects procurement processes including bid committees to ensure that procurement turnaround times are achieved.**
 - Manage the contributions of the capital projects team's inputs to the design and development of infrastructure acquisition management policies processes and procedures.
 - Manage the compilation of appropriate market analysis reports and compile procurement strategies for infrastructure projects
 - Oversee the bidding process, i.e., the compilation of bid documents and advertisements, publishing of bid documents, receipt (closing and opening) of bid documents and processing of bid documents.
 - Preparation of monthly and quarterly procurement progress report.
- 2. Contribute to Audit and Risk Management.**
 - Support risk management and audit process by implementing action plans and providing evidence as required through RFI's.
 - Update infrastructure policies, procedures and templates.
 - Prepare monthly and quarterly reporting to EXCO and to the Board.
 - Prepare monthly and quarterly reporting to National Treasury and other relevant Authority.
 - Oversee the timely submission of audit information and manage the compilation of appropriate action plans including implementation thereof
- 3. People Management**
 - Build, lead and manage a skilled and motivated acquisition team to optimise value to the organisation in the achievement of divisional and organisational objectives.
- 4. Participate in Organisational Activities**
 - Serve as a member in established committees and forums.
- 5. Stakeholder Engagement**
 - Support Procurement Specialists in engagement with internal and external stakeholders such as DWS, DTIC, CIDB, National Treasury, industry associations, etc.

- Conduct regular supplier awareness sessions.
- Provide guidance to PMID on SCM legislations relating to infrastructure projects.
- Oversee the implementation of Supplier and Enterprise Development initiatives through the build programme

6. Budget Management

- Manage the Sub-Unit budget including inputs into the budget and reporting.

MINIMUM REQUIREMENTS

- Honours degree or equivalent in Commerce, Built environment, Law, Supply Chain and Logistics.
- Minimum of 8 years' experience in a procuring infrastructure related project, with at least 3 mega projects contracts (construction) procured) and managed until contract closeout.
- Minimum of 5 years' experience in people management preferably managing a team of specialists
- Knowledge of various forms of contract such as FIDIC, NEC3, JBCC.
- Knowledge of various contracting strategies applicable in the engineering and construction works

Please email your CV accompanied by Cover Letter to careers@tcta.co.za the subject should be the position title. For enquiries only, 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: 23 December 2024

UNITY – GROWTH – EXCELLENCE – INTEGRITY - RESPECT