

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: Corporate]

The purpose of this role is to:

Ensure the execution of the corporate procurement plan. Support the development of fit for purpose specifications and Terms of references, bid process and management reporting through the facilitation of integrated functional teams.

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

- 1. Manage corporate procurement processes including bid committees to ensure that procurement turnaround times are achieved.**
 - Manage the contribution to the design and development of acquisition management policies and procedures for general goods and services
 - Compile operational/supply chain acquisition management plan and obtain approval and manage the execution of the acquisition management plan
 - Manage the compilation of market analysis and compile procurement strategies for corporate projects.
 - Prepare monthly and quarterly procurement progress report.
 - 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.
 - Review requisitions from requesting departments and provide support to the buyers and specialists with the compilation of sound specifications for the procurement of general goods and services
 - Provide support and guidance to the Bids Evaluation Committees to ensure evaluation process is conducted timeously and in compliance with the relevant prescripts.
- 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.
 - Contribute to the updating of procurement policies, procedures and templates.
 - Prepare monthly and quarterly reporting to EXCO and to the Board
 - Prepare monthly and quarterly inputs to TCTAs reporting to National Treasury and other authorities.
- 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, National Treasury, industry associations, etc.
- Conduct regular supplier awareness sessions.
- Provide guidance to corporate divisions on applicable SCM legislation relating to procurement of general goods and services.

6. Budget Management

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

MINIMUM REQUIREMENTS

- Honours degree or equivalent in Commerce, Logistics, Purchasing or related.
- Minimum of 8 years' experience in the management of SCM particularly the acquisition process for the procurement of general corporate goods and services.
- Minimum of 5 years' experience in people management especially managing a team of specialists
- In depth knowledge and experience is compilation of various goods and services specifications and terms of references.
- CIPS certification or studying towards is advantageous.

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

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