

## EXTERNAL ADVERT

<b>Location:</b>	<b>Centurion</b>
<b>Division:</b>	<b>Chief Financial Office (Procurement)</b>
<b>Date last modified:</b>	<b>December 2024</b>
<b>Reports to:</b>	<b>Manager Acquisition: Capital Projects</b>
<b>Nature of employment:</b>	<b>Permanent</b>
<b>Total Guaranteed Pay:</b>	<b>Market related</b>

### [SCM SPECIALIST: CAPITAL PROJECTS]

The main purpose of this role is, not limited to: execute and facilitate the RFB process in capital projects. Ensure the compilation of accurate tender specifications, tender documents and facilitate the entire tender process until conclusion.

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

##### 1. Ensuring that goods & services are procured in alignment with project timelines

- Ensure goods and services for Infrastructure procurement are procured within the defined timelines as per the procurement plan, organisational and divisional Balanced Score Card.
- In collaboration with the requesting department prepare procurement strategy for the acquisition of such infrastructure goods and services.
- Manage project specific briefing sessions for suppliers of engineering and construction services.
- Plan 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. Assist in Contract Management and Administration

- Provide inputs into the contract register.
- Review variation orders prior to approval.
- Provide inputs to the policies, procedures and templates.
- Review invoices for accuracy of rates and validity of contracts prior to submission to Finance for payment.

##### 3. Stakeholder Management

- Proactively engage internal and external stakeholders in the preparation of procurement process.
- Keep requesting departments updated on progress with the procurement process.

#### **4. Enhance the internal control environment, risk management and governance**

- Identify risks and adequate mitigation measures.
- Implement action plans to mitigate identified risks within the set timelines.
- Ensure submission of relevant information as requested by auditors within the prescribed timelines.
- Inputs into the management action plan to address findings.

#### **5. Management reporting**

- Provide procurement information for departmental management monthly and quarterly reporting.

#### **MINIMUM REQUIREMENTS**

- B Degree or B. Tech qualification in Procurement / Supply Chain Management or any other relevant field of study. A qualification in the built environment would be advantageous.
- Minimum of 8 years' experience in a purchasing and procurement professional (construction) role preferably within a public sector procurement environment.
- At least 3 mega projects contracts procured (construction) and managed until contract closeout.
- Knowledge of various forms of contract such as FIDIC, NEC3, JBCC.

Please email your CV accompanied by Cover Letter to [careers@tcta.co.za](mailto: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: 23 December 2024**

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