

2 X TEMP PROCUREMENT OFFICERS: (12 MONTHS FIXED - TERM CONTRACT) JOB GRADE – C2

PURPOSE OF THE JOB:

To provide and execute end user requests as per the TASEZ procurement plan and other requests not included in the plan.

KEY RESPONSIBILITIES:

Planning, organising leading and controlling activities to ensure sub-functional objectives are met or exceeded.

Ensuring effective communication within the department

RESPONSIBILITIES FOR TENDERS:

- Ensure alignment of all procurement undertaken with TASEZ policies and procedures as well as National Treasury prescripts.
- Preparing list of suppliers to be invited on rotational basis.
- Receiving a Purchase Requisition from the end user.
- Ensure Purchase Requisitions are duly authorised before embarking on any procurement.
- Checking if minimum number of quotations have been received as per SCM Policy.
- Forwarding of Requests for Quotations (RFQ) and Request for Proposals (RFP) to suppliers.
- Run independently with RFQ processes from end to end.
- Securing venues and scheduling site inspection and briefing meetings and recording minutes thereof.
- Securing venues and scheduling meetings for the Bid Specification Committee and recording minutes thereof.
- Preparing registers for collection of RFP's and collecting tenders at closing date and storing them securely
- Receiving e-mails from dedicated SCM mailbox.
- Act as secretariate for BSC and BEC
- Creating purchase orders to recommended suppliers.
- Draft relevant sections of the SLA's before passing over to the end user.
- Assist end users with any SCM related queries.

TENDER EVALUATION & ADJUDICATION ADMINISTRATION

- Conducting the following activities in terms of the Bid Evaluation Meetings and the Bid Adjudication Committee Meetings:
- Secure venues and schedule appointments.
- Circulate agendas.
- Recording of minutes and preparing minutes for signature.
- Prepare attendance registers.
- Circulating confidentiality consent forms.
- Ensure that declaration of interest forms/book are completed.
- Filing of minutes.

TENDER POST- AWARD ADMINISTRATION

- Preparing and distribution letters of appointment and regret letters.
- Checking of file records against SCM Internal Control Checklist and ensuring signed-off by SCM Manager once all is in place.
- Updating information on Purchase Orders according to Business Units for Expenditure analysis and reporting purposes.
- Arranging for mailing or couriering of tender's envelopes that have been unopened.
- Arranging and assisting in the forwarding of records and documents to storage facilities,

RECORD AND MAINTAIN SUPPLIER INFORMATION

- Checking that suppliers are registered on CSD
- Confirming before any award that suppliers are not blacklisted as blacklisted supplier is issued by National Treasury.
- Record – keeping and ensuring information accessibility of suppliers, quotations and tender documents.
- Preparing files for audits
- Ensuring contract/SLA are signed for all purchases where applicable.
- Keeping a register for all RFQs and RFPs
- Updating the contracts register with SCM related information.

QUALIFICATIONS

- National Diploma in Supply Chain Management, Public Management or Administration
- Advantageous: Degree in Supply Chain Management.

COMPETENCIES & KNOWLEDGE

- Knowledge of Procurement process, particularly in the public sector.

SKILLS

Planning & Organizing skills	Interpersonal skills
Basic Accounting skills	Communication skills
Filing and retrieving skills	Building relationship & partners
Good typing and minute taking skills	Conflict handling skills

ATTRIBUTES

- Ability to work in harmony with co-workers.
- Honesty
- Flexibility
- Strong work ethic
- Persistence & Determination
- Microsoft office Suite
- Attention to details

WORK EXPERIENCE

- 2 Years of Operational Procurement in Public Sector or Private Sector environment

APPLICATION PROCESS

Qualifying candidates can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and Three Contactable References to recruitment@tasez.co.za

CLOSING DATE:

The closing date for applications: **06 March 2026.**

Kindly note if no feedback has been received within 30 days of closing date for the above above-mentioned position, the applicant may consider their application unsuccessful.