



OVERBERG WATER

OPERATIONAL VACANCY

POST OW-PO/SW/SC1: PROCUREMENT COORDINATOR – 1 x POST - SOMERSET WEST

SALARY: MARKET RELATED NEGOTIABLE

CENTRE: OVERBERG WATER BOARD, CORPORATE OFFICES, SOMERSET-WEST

Applications are invited from results-driven & suitably qualified persons for the post of Procurement Coordinator.

REQUIREMENTS: The candidate must have

- Degree/Diploma in: Commerce/ Supply Chain /Logistics NQF Equivalent
- Computer literacy
- Minimum of 1 year in Procurement / Supply Chain Management is required
- Driver's license
- Problem solving skills
- Report writing
- Excellent communication skills

DUTIES:

- Carry out basic supply chain management tasks, processes and activities
- Compile RFQ and RFB document for publication.
- Perform the pricing evaluation in line with 80/20 point system.
- Create and place purchase orders with successful suppliers
- Assists the Procurement Manager to compile procurement reports
- Liaise with Accounts Payable department in expediting invoice payments for suppliers.
- Provide administrative support to the Supply Chain Manager.
- Provide secretarial support to Bid Evaluation Committee and Bid Adjudication Committee.
- Compile the bid evaluation reports and the minutes
- Control and manage filing system and computer data bases.
- Assist internal stakeholders to address Procurement queries

NOTE: Applications must be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity Document. For all posts, please forward your application quoting the relevant reference number, to the address mentioned at each post. No late applications will be accepted Overberg Water Board reserves the right not to fill the position.

Interested candidates can forward an application with all of the necessary documentation to recruitment@overbergwater.co.za or P.O. Box 1005, Somerset Mall, 7137 before 14h00 on Thursday, 26 April 2018.

If you have not heard from us within six (6) weeks of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA).