

POSITION	CONTRACTS & PROCUREMENT SUPERINTENDENT
LOCATION	NORTHERN KWAZULU-NATAL
REPORTS TO	FINANCIAL MANAGER
GRADE	D Lower (Patterson's grading scale)
CLOSING DATE	18 March 2014

QUALIFICATIONS & EXPERIENCE

3 year Degree / Diploma Contracts / Procurement Management

5–8 years' job specific experience

MAIN DUTIES & RESPONSIBILITIES

To implement and develop an integrated contracts & procurement management and control system and procedures to support this system.

To administer contracts and ensure that they are complied with and amended as and when necessary.

To evaluate new vendor applications and ensure that they are approved by relevant officials and evaluate supplier performance on a regular basis.

To co-ordinate the Standard Committee to ensure that it meets every second Monday of the month.

To regularly review the Procurement Std. Procedures & Instructions (SPI's) and ensure that procurement personnel and those who use the procurement services comply with it at all times.

To manage tendering system to ensure compliance at all times.

To establish in conjunction with Inventory controller, re-order levels by revising maximum and minimum levels, based on historical usage and relevant operational knowledge.

To apply an ordering system on explosives/detonators to ensure an uninterrupted supply due to stock capacity restrictions.

To monitor and check the reasonability of price increases for non-contract items.

To expedite orders on a regular basis to ensure that delivery takes place on time.

To liaise with all user departments.

KNOWLEDGE

Relevant SPIs

Contract management & Procurement Management

Tender procedures

Stock management

SKILLS

Advanced computer literacy (Sage X3 advantage, Excel & Word essential)

Analysing data

Attention to detail

Assertiveness

People management skills

Report writing skills

Communication skills

Analytical skills

Ability to liaise with senior management

ABILITIES

Planning and Organisation

Organisational Commitment

Decision making

Working to standards

Pursuing improvement

Impact and Influence

Developing others

Team leadership

Flexibility