



CITY POWER WORKPLACE

City Power Johannesburg SOC Limited is a municipal entity wholly owned by the City of Johannesburg. City Power commenced operations on 01 January 2001 and is responsible for electricity distribution within its area of supply in the City of Johannesburg.

Finance Group

Committee Officer (X1) Ref: 006

TASK Grade 10

Reporting to – Manager SCM Optimisation

Purpose

The primary objective of this position is to render support services relating to all committee officer needs for SCM and Bid Committees (Bid Specification, Bid Evaluation, and EXCO's Bid Adjudication) thereby contributing to the overall success of the commodity teams.

Key responsibilities

- Receive and capture approved bid specifications from End Users into an up to date bid specification register
- Ensure an up to date Budget forms Register
- Coordinate Bid Specification; Bid Evaluation and Bid Adjudication Committee meetings
- Prepare and circulate Agenda, attendance register, Appointment letters and Declaration Forms for each sitting of BSC and BEC meetings
- Compile minutes for all BSC, BEC and Bid Adjudication Committees
- Capture action items raised during the Adjudication Committees
- Collate BEC report for inclusion in the Adjudication meeting packs
- Prepare Appointment letters of the Bid Adjudication Committee members
- Provide Accreditation training to existing and new employees in terms of MFMA and PPPFA
- Resolve customer complaints efficiently and effectively
- Participate in Bid closing sessions
- Draft deviation and emergency procurement reports for Board Oversight Committee.
- Liaise with internal and external auditors and other stakeholders regarding requests on SCM related information
- Research and Benchmark on appropriate SCM best practices

Competencies

- Understanding of the PFMA ,MFMA, BBBEE, OSH ; ISO, MSA, PPPFA, Constitution; procurement and general legislation; SCM Policy and Procedure Manual
- Knowledge of tender administration procedures,
- Basic knowledge of industry trends and Best practices per commodity group
- Ability to interpret strategic information
- Advanced knowledge in MS packages (Excel, Word and PowerPoint)
- Advanced knowledge of procurement policies and procedures, Service Level Agreement framework, Industry trends and Best Practices in Supply Chain and contract management principles
- Basic knowledge of industry trends and best practices per commodity group.
- Good organisational and planning skills
- Negotiation and decision making skills
- Analytical skills
- Business insight
- Good Verbal and written communication skills.
- Report writing skills
- Good analytical skills.
- Ability to communicate at various levels.
- Excellent interpersonal skills.
- Integrity and honesty

Minimum qualifications

- A three year national diploma in paralegal studies or a relevant qualification

Related Minimum Experience

2 -3 years' experience in a secretariat position and Knowledge of tender administration procedures, Municipal Finance Management Act

In case of further information regarding this advertisement (**circular 005/2019; Ref 006**), please contact:

Team: Talent Acquisition Tel (011) 490 -7398/ (011) 490-7103/ (011) 490-7394 / (011) 490-7099

Kindly forward your detailed CV's via **E-MAIL**: recruitment.finance@citypower.co.za by no later than 20 August 2019 13h00

Note:

- City Power is an Employment Equity Employer; therefore preference for this position will be given to candidates whose appointment will enhance representivity (especially Gender and Disability). If you do not hear from us within 2 months of the closing date, you may assume that your application was unsuccessful.
- Applicants must note that further checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks, which include qualification authentication, criminal records and previous employment.
- City Power reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may be expected to undergo psychometric assessments.
- It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide the evaluation results.

- Please include copies of your qualifications with your application.
- No walk-ins for this advert only emailed and faxed CV's will be acceptable.