



"To cultivate an environment within which the City of Tshwane can grow its human capital and the economy through the facilitation, implementation and management of developments with a specific focus on Economic Development and associated activities within Tshwane"

TSHWANE ECONOMIC DEVELOPMENT AGENCY (TEDA)

ADMINISTRATIVE (ADMIN) ASSISTANT (Six Months Contract)

Competencies and Qualifications: Matric Qualification, An Advanced Certificate in Secretarial or Administration (NQF 5) would be ideal. Two (2) to three (3) years' experience in an administrative role. Knowledge of filing systems, Microsoft Office and Outlook. Exceptional skills in Planning and Prioritising, Communication, Results and Quality Focus, Initiative, Adaptability, Judgement and Decision-Making, Analytical Thinking, Interpersonal Sensitivity, Knowledge Sharing, Conceptual Thinking, Information Extraction and Application, Information Seeking and Compliance Management. A valid driver's licence.

Key Responsibilities: Report to the Senior Manager Strategic Services and be responsible for acting as a point of entry for the division. Receiving all documentation. Scanning all documentation for record purposes. Registering all documentation in the internal register book. Photocopying documentation. Electronically distributing documentation to relevant parties. Maintaining an updated electronic and hard copy filing system. Assisting in resolving any administrative problems and compliance matters. Preparing documentation including correspondence, reports, drafts, memorandums, e-mails and board packs. Taking minutes at meetings when required. Making travel arrangements for the Business Unit. Arranging meetings and catering, as well as refreshments for guests. Procuring stationery for the Business Unit. Ensuring that office equipment is properly maintained. Providing any other support as required by the Business Unit on a day-to-day basis.

SUPPLY CHAIN MANAGEMENT SPECIALIST (Six Months Contract)

Competencies and Qualifications: Minimum Bachelor's / Honours Degree in Supply Chain and Procurement Management. Four (4) years' experience in Supply Chain Management. Exceptional skills in Strategic Thinking, Compliance Management, Stakeholder Partnering, Negotiation, Analytical Thinking, Judgement and Decision making, Results and Quality Focus, Initiative, Communication. A valid driver's licence.

Key Responsibilities: Report to the Senior Manager Supply Chain Management and be responsible for advising project managers on compilation of tender specification for planned projects. Submitting demand report to Senior Manager for review before the start of any

project. Compiling memorandums or reports to Bid Committees for evaluation and adjudication of tenders. Managing the process of presentations by service providers to ensure that scoring is fair and equitable on tender part. Supervising the process of sourcing quotations for advertising tenders and sourcing quotations for more complicated services. Presenting prescribed reports to Bid Adjudication Committees to inform them of recommendation(s) by Bid Evaluation Committees. Supervising the requisition, acquisition, logistics as well as disposal of goods and assets. Fulfilling the role of Secretariat for Bid Adjudication Committee on behalf of TEDA.

Closing date: 22 February 2019 @ 12h00.

Applications can be submitted to teda.jobs@tshwane.gov.za

TEDA subscribes to the principles of employment equity in its recruitment processes.

Prospective employees will be subjected to security vetting.

NB: Applicants who have not received any correspondence from us within six weeks of the closing date can consider their applications unsuccessful.