



The Eastern Cape Socio-Economic Council (ECSECC) is a Schedule 3C Public Entity established in 1995 as a formal Consultative Council comprising the social partners of Government, organized business, organised labour, the Civil Society Sector and Institutions of Higher Learning in the Province of the Eastern Cape. Our mission is to eradicate poverty, create jobs, and enhance economic growth through developing our capacity as a multi-stakeholder centre of excellence in applied policy research, development planning, and facilitation.

Procurement Officer (3 Months)

The Procurement Officer is responsible for arranging and organising all logistics for the different programmes of ECSECC. The incumbent reports directly to the Supply Manager of ECSECC.

Responsibilities:

- Make booking for the hiring of venues for meetings, workshops, seminars and conferences.
- Procurement of all services and goods (e.g. car hire, stationery, etc.)
- Ensure that all documentation for procured services and goods are approved by relevant managers, in compliance with SCM and Finance Procedure Manual.
- Liaise with various suppliers to ensure that services and goods are provided according to requirements, and ECSECC policies and procedures are followed.
- Establish and maintain a highly effective relationship with suppliers and ECSECC staff members
- Administer and update ECSECC data base of prospective service providers and
- Provide administrative support for the Bid Committees.

Qualifications and Experience

- Minimum – Grade 12 certificate or equivalent.
- 10 years 'experience in Supply Chain Management activities.
- Advanced understanding of Supply Chain Management activities;
- Advanced understanding of supply chain management;
- Understanding of SCM regulations and PFMA;
- Good organising skills;
- Excellent Administrative skills;
- Well-developed interpersonal skills;
- Good written and verbal skills;
- Computer literate

ECSECC has the intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose appointment will promote representativity. ECSECC reserves the right not to make an appointment. Security checks and qualification verification will be conducted for the selected candidate. Correspondence will be limited to shortlisted candidates only.

Please fax / email your letter of application and CV to 043 701 3415, vacancies@ecsecc.org on or before the 17 March 2020.

Enquiries regarding application process: Ms Zuzeka Kwanga

Tel: +27 (0) 43 701 3400 / Fax: +27 (0) 43 701 3415

Physical Address: 12 Gloucester Road, Vincent, East London

Postal Address: Postnet Vincent, P/Bag X9063, Suite No 3025246, Vincent, 5247