



The South African Council for the Project and Construction Management Professions (SACPCMP) is a juristic person established by section 2 of the Project and Construction Management Professions Act (Act No.48 of 2000) which provides for statutory professional certification, registration and regulation of Project and Construction Management Professions in order to protect public interest.

Position: Procurement Specialist: Finance (5 Year Fixed Term)

Salary- Grade D1

Role Description: To lead and provide commercial contracts support to SACPCMP in terms of strategies, improvement, and optimisation, and adherence to legal requirements.:

1. Implement a procurement system that includes,

- approved and implementation of departmental policies and procedures,
- implementation of effective anti-corruption measures, and
- approved and implementation of delegations of authority, that are compliant with the applicable legislative framework and requirements"

2. Establish the bid specification, bid evaluation and bid adjudication committee, and oversee the proper functioning of the committee. Effective bid committees established with clearly defined roles, functioning in accordance with applicable legislative requirements"

3. Develop, review and implement Procurement policies, processes, standards and programmes.

4. Develop an annual procurement plan

5. Bid/ Quotation Process - Acquisition: develop and utilisation of a supplier database.

6. Ensure that an effective bid/quotation process is implemented and maintained in accordance with departmental policies and procedures and compliant with applicable legislative Requirements"

7. Report on procurement information as required to internal and external stakeholders

8. Provide expert Procurement and Contract advice on Industry Best Practice and keep abreast of latest developments in area of expertise.

9. Engagement & Communication: Establish and maintain good working relationships and an effective / sound communication system with suppliers to ensure service delivery.

10. Reporting, Monitoring & Evaluation, Audit: Ensure that all Procurement reporting is aligned with standards and guidelines and that all related audit findings are timeously addressed to prevent re-occurrence.

Key skills required for a procurement specialist:

- Negotiation Skills
- Data Analysis
- Financial Acumen
- Technology Proficiency
- Communication Skills
- Interpersonal Skills

Key Qualifications Required:

- Grade 12
- Recognised bachelor's degree in finance or supply chain management.
- Minimum three (3) years' experience in procurement/supply chain management or finance.

Closing date:10 October 2024

If you have not heard from us within 2 weeks of the closing date, regard your application as being unsuccessful. SACPCMP reserves the right to make appointments or not. Please clearly indicate the position you are applying for.

Please submit your CV and certified copies of your qualification to:

E-mail address: recruitment@sacpcmp.org.za

Reference: PRM/FIN/09/2024