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Johannesburg Social Housing Company

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INTERNAL AND EXTERNAL RE-ADVERT

The Johannesburg Social Housing Company SOC Limited (JOSHCO) mandate is to develop and manage affordable rental housing for the lower market as an integral part of efforts to eradicate the housing backlog of the City of Johannesburg. JOSHCO is a registered Social Housing Institution and is accredited by the Social Housing Regulatory Authority (SHRA). **We invite suitably qualified and experienced persons to apply for the following vacant position.**

Position : Special Projects - Procurement Officer X2
Employment Status: Renewable Fixed Term Contract (12 Months)
Department : Finance

Purpose of the Job: To ensure that quality goods/services are procured at the right quantities and at competitive prices as per specifications. In addition, serve to co-ordinate and undertake the effective functioning of the procurement processes based on required internal control measures

Responsibilities (but not limited to the following):

- Registration of Bid Documents received.
- Ensure budget compliance for all special projects and tenders.
- Negotiation of preferential rates, terms and conditions, and specifications with suppliers.
- Sourcing of goods and services.
- Manage supplier while on site.
- Conduct site inspections during project execution by contractors.
- Compile all relevant tender documentation in required format.
- Coordinate public openings of tenders and ensure tenders are registered.
- Advise Bid the Evaluation Committee on the correct criteria to select the successful tenderer.
- Obtain quotations as per requisitions of various departments.
- Ensure Compliance with MFMA supply chain management requirements
- Verify authorization codes and signatures on requisitions.

Minimum job requirements, interested applicants must be in possession of:

- Grade 12 or equivalent.
- A National Diploma in Finance/Procurement Management/ Supply Chain Management/ Public Administration or Equivalent.
- 3 years' experience is a requirement in a similar position as well as strong experience in implementation of the PPPFA Act, MFMA Act as well as general understanding of BBBEE Act requirements in line with Procurement compliance.

Attributes/Skills - Ideal candidate is expected to display profound knowledge of contract management/ & Supply chain management environment, Knowledge of dealing with Treasury regulations and requirements and Knowledge and understanding of PFMA Act, PPPFA Act and B-BBEE Act.

Application Procedure:

Interested applicants are invited to apply by submitting their CV's together with certified copies of qualifications and ID to: recruitment@joshco.co.za quoting the position applying for. Failure to submit the required documents will result in your application not being considered. JOSHCO is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the Company's Employment Equity Plan to promote its representivity (race, gender and disability). Correspondence will only be limited to shortlisted candidates and applicants who have not been contacted within 6 weeks should consider their applications unsuccessful. JOSHCO reserves the right not to make an appointment.



Closing date: 12 September 2022