

# Supply Chain Practitioner

(Ref: 11/2017)

The Cape Town International Convention Centre (CTICC) is so much more than just another convention centre. An exceptional centre requires exceptional staff and the culture of the CTICC is one of teamwork, recognition, personal accountability, and service excellence. We understand that it is only our people who make us the success we are and, as a result, we make every effort to ensure that we recruit talented, qualified and enthusiastic team players, who are able to embrace our values, fit in with our culture and recognise the value of hard work in a dynamic exciting environment.

**The main purpose:** To ensure compliance to the Supply Chain Management Policy, through the execution of processes and procedures, effective administration of tenders and quotations, supporting and contributing to fair, equitable, transparent and cost-effective acquisition management practices.

**Reporting to the:** Supply Chain Manager

**Key responsibilities:**

- Provide support with the implementation of functional procedures, systems and controls.
- Perform activities related to the implementation of acquisition management processes; such as the preparation of tender / quotation invitations and related reports, forming part of the Bid Specification and Evaluation committees and verifying compliance to all legal prescripts.
- Perform activities related to the implementation of demand management processes; such as preparing, maintaining and drafting reports on the Procurement Plan and assisting internal departments with needs analysis.
- Administrative support to the Supply Chain Manager and department.

**Qualifications and Experience Required:**

- An NQF 6 qualification in the fields of Accounting, Finance, Supply Chain, Logistics, Economics or Public Administration.
- 3 years' experience in a role related to the post.
- Must be computer literate and proficient with all MS applications (Word, Excel and PowerPoint).
- Sound communication skills, both written and verbal.

**Personal Attributes:**

- Demonstrated ability to function under work and time pressure.
- Self-discipline, sound interpersonal relations with suppliers and colleagues, punctual
- Good attention to detail

Remuneration will be discussed with successful candidate, dependent on qualifications and experience.

Kindly submit confidential applications to the Human Resources Department before **29 March 2017** or email [recruitment@cticc.co.za](mailto:recruitment@cticc.co.za), clearly indicating the position applying for. The CTICC is committed to Employment Equity and particularly welcomes applications from suitably qualified Historically Disadvantaged Individuals (HDI's). Only shortlisted candidates will be contacted.

For more information on the Cape Town International Convention Centre please visit: [www.cticc.co.za](http://www.cticc.co.za)

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