



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

The merSETA is the Manufacturing, Engineering and Related Services Education and Training Authority established through the Skills Development Act. This SETA encompasses the metal and engineering, auto manufacturing, motor retail, tyre manufacturing and plastics industries.

We have an excellent opportunity for the following professional to enhance in our Supply Chain unit:

Temp: Supply Chain Tenders Administrator (B5)

Salary: R22 637.00 p.m.

FIXED TERM CONTRACT: 6 MONTHS ENDING 30 April 2022

Head Office

The prime focus – The Temp Supply Chain Tenders Administrator will need to cover admin work as per below:

Duties:

1. Responsible for issuing, receiving and recording all tender files and tender submissions.
2. Ensure compliance to all relevant legislation and internal Standard Operating Procedures
3. Provide full admin support for all Bid related meetings
4. Preparation of Tender Adverts
5. Organise and set-up of Tender Briefing Sessions when applicable
6. Meticulous preparation of Bid Evaluation Committee Excel score sheets
7. Prepare meeting packs for Bid Adjudication Meetings
8. Document contents of all tender files from Specification to Award stage (due diligence)
9. Upload completed tender files on the Electronic filing system (DMS) and maintain physical filing -Training will be provided
10. Assist Supply Chain Coordinator with review and archive of all existing tender files, including collection and updating any missing information and documents
11. Compile a neat filing system for documents in Supply Chain Cabinets and storage room once stored electronically.

Qualities, experience, knowledge and skills required:

- A minimum of matric/NQF 4, qualification;
 - Supply Chain/Logistics/Procurement qualification (or study towards)
 - Minimum 1 year experience in Supply Chain Administration;
 - Knowledge of PFMA, Tender Admin and Seta's will be advantageous;
 - Strong computer skills (MS Office);
 - Attention to details
 - Must be highly organised
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The merSETA is an equal opportunity employer; however, ***preference will be given to African candidates in line with Employment Equity. People with disabilities are encouraged to apply.*** Please submit a detailed CV, qualification and application form and motivational letter to: recruitment@merseta.org.za

Only shortlisted candidates will be contacted. ***Internal applicants will be shortlisted only if they meet all the requirements.*** Only shortlisted candidates will be contacted. Should you not be contacted within 21 days after the closing date, please know that your application was not successful. **The MERSETA reserves the right to not make an appointment.**

CLOSING DATE: 27 October 2021