



The AIDC Eastern Cape (AIDC-EC) a wholly owned company by ECDC, is the Province's institutional mechanism that is mandated to promote and facilitate the automotive industry growth and development by supporting the government's industrial policy and other strategic initiatives that will contribute towards the provincial economic growth. As a developmental institution, AIDC-EC has positioned itself to contribute to the growth of South African automotive industry; support government's automotive related objectives; contribute to the government and industry's goals of continuous growth and sustainable job creation; and support ECDC's macro development plan and consequently contribute to the provincial growth and development plans.

With the head office based in Gqeberha within the Nelson Mandela Bay economic hub and with a branch office in East London, AIDC-EC is working hard to establish a strong presence throughout the Eastern Cape Province. Considering the fast pace of globalisation and technology development, a challenging and rewarding opportunity has thus arisen for the following position:

### **PROCUREMENT ADMINISTRATOR**

The AIDC EC aims to recruit a **PROCUREMENT ADMINISTRATOR** on a **5 year** fixed term contract. The successful candidate will report directly to the **PROCUREMENT SPECIALIST**.

#### **Purpose of Position:**

To play a key role in supporting the procurement process within the organisation and ensuring the efficient and compliant acquisition of goods and services in line with relevant PFMA and organisation's procurement policies, regulations.

#### **KEY PERFORMANCE AREAS**

- Administer the procurement process from requisition to purchase order, ensuring compliance with applicable legislation (e.g. PFMA, Treasury Regulations, PPPFA).
- Coordinate and track the progress of procurement requests and ensure timely delivery of goods and services.
- Ensure the accurate completion of procurement documentation and records, including purchase orders, contracts, and supplier communications.
- Assist in preparing procurement plans, sourcing strategies, and tender documents.
- Assist with the supplier registration and evaluation process, ensuring compliance with tender specifications.
- Maintain and manage relationships with suppliers and contractors.
- Monitor and ensure that procurement activities are aligned with the organisation's internal policies, procedures, and legal frameworks.
- Assist with the preparation and submission of procurement reports and documentation for auditing and compliance purposes.
- Ensure proper record-keeping of all procurement documents, including invoices and contracts, in line with governance and audit requirements.
- Provide general administrative support to the Finance team, when a need arise.
- Stay informed of changes in procurement legislation, policies, and best practices, and apply them as needed to improve procurement operations.



## SKILLS REQUIRED

- Strong knowledge of procurement policies, practices, and regulations.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Familiarity with Central Supplier database systems

## PERSONAL ATTRIBUTES

- Attention to detail and accuracy
- Strong organisational and time-management skills
- Excellent communication (Both written and verbal)
- Strong interpersonal skills
- Ability to work independently and within a team

## QUALIFICATIONS & EXPERIENCE REQUIREMENTS

Tertiary qualification (minimum of National Diploma in Finance or Supply Chain Management).

At least 2-3 years of experience in procurement or supply chain administration, preferably within a public sector or state-owned entity environment. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, and other relevant South African procurement legislation is essential.

If you are interested in this position and have the relevant experience and expertise, please forward your comprehensive CV, certified copies of academic qualifications and certified copy of ID and contactable references to [recruitment@aidcec.co.za](mailto:recruitment@aidcec.co.za)

***Please note that correspondence and communication will only be conducted with short listed candidates and preference will be given to people with disabilities, women and previously disadvantaged individuals to promote Employment Equity within the company.***

**If you have not been contacted within eight weeks after the date of the advertisement, please regard your application as unsuccessful.**

**CLOSING DATE: 8<sup>th</sup> APRIL 2025**