



BID ADMINISTRATOR
3 Year contract
2016-09-09

The above mentioned position is available in the Finance Department in the Supply Chain Management Unit at Robben- Island Museum. Reporting to the Supply Chain Manager the incumbent will be responsible to perform administrative support functions for the acquisition of goods and services in terms of the competitive bidding process (in line with the organisational Procurement Policy), within the SCM Unit.

Duties and Responsibilities:

- Advertise approved specification by the bid specification committee in Government Tender bulletin, Newspapers, E-portal and RIM's Website;
- Prepare bid documents in line with NTRs and RIM Procurement Policy;
- Issue bid documents to prospective bidders and maintain Bid issue register;
- Prepare and arrange meetings for: specification, briefing session/ information session and site inspections, evaluation session as well as the adjudication session;
- Prepare briefing/site/information session certificates of attendance;
- Responding to prospective bidders with regard to bid validity and providing feedback on all bid related queries;
- Timely distribute BEC recommendation packs to BAC members;
- Take minutes of all bid meetings held (BSC, BEC and BAC);
- Prepare BEC submissions and BAC resolutions;
- Prepare and issue Letter of Award/Appointment to successful bidder(s);
- Prepare and issue unsuccessful letters
- Maintaining the bid register;
- Compile requests for order generation;
- Mentoring and Coaching interns;
- Report bids awarded to Department of Arts and Culture (DAC) NT, AG and RIM's Website;
- Internal Monthly reporting and Quarterly reporting to (DAC);
- Ensure safe keeping of bid proposals received from suppliers/ service providers;
- Ensure safeguarding of all Bid files;
- Filing of all minutes, submissions and resolutions

Requirements:

- B Degree or BTech/ National Diploma in Public Management, Business Management, Logistics, Supply Chain Management, Purchasing Management or equivalent.
- Computer Literacy
- Valid driver's License (B)

Experience and Technical skills:

- At least 3 years experience in Supply Chain Management
- Knowledge of the PFMA, SCM Framework, SCM Guide for the Accounting officers, PPPFA, PPPFA Regulations, National Treasury Regulations (NTR's), B-BBEE Act and relevant Practice Notes

RIM is an EE, AA, employer, RIM reserves the right the right not to make an appointment if suitable candidate are not found. Forward a detailed CV accompanied by certified copies your ID and qualification certificates as well as contactable referees, to recruitment@robben-island.org.za or by no later than 09 September 2016. Note : If you do not hear from us within 30 days, please consider your application unsuccessful.

