



DIVISION: Resources and Planning	DEPARTMENT: Finance-SCM
POST: Tender Manager	POST No: 2273 PEROMNES GRADE: 07

JOB DESCRIPTION:

The Tender Manager is responsible for managing Tenders within the Vaal University of Technology in accordance with the current SCM Policy of the Vaal University of Technology.

Key Performance Areas include but not limited to:

- Ensure the smooth running of the tender process.
- Ensure that all customer specified milestones are met, and all deliverables of the tender are produced as specified.
- Manage the supplier database in terms of capacity assessment and evaluation of potential new suppliers.
- Management the relationship with the customer.
- Work in conjunction with the customer and often closely with specialists in the required industry.
- Develop and manage the university's Demand Planning and Management system.
- Ensure the smooth administrative functioning of the Bid Specification, Bid Evaluation and Bid Adjudication Committees.
- Assist with Demand management.
- Bid Specification Committee; Bid Evaluation Committee and Bid Adjudication Committee Involvement: The role of SCM is to act as secretariat to the committees and to provide guidance to the committees to ensure compliance with policies, procedures, practice note, SCM Policy, laws and regulations.
- Manage background/reference checks of all bidders during evaluation.
- Inform all successful and unsuccessful bidders of the bid process outcome.
- Ensure that the budget holder or requestor is informed of the outcome of the tender process and provide all relevant documentation to the customer for them to submit a purchase order for processing.
- Ensure no tender overruns, tenders are validated prior to the expiry date if required.
- Ensure that tender price increases are presented and approved by Bid Adjudication Committee or relevant body.

APPLICATION CRITERIA:

Qualification and Experience:

- BTech: Logistics Management / BCom in Procurement or equivalent
- At least 5 years Tender experience, preferably in Higher Education

Skills and Competencies:

- Extensive Tender knowledge
- Strong business acumen
- Knowledge of Treasury Regulations, PPPFA, BBBEE and all related legislation.
- High degree of problem-solving abilities
- Strong planning, organisational and time management skills
- Attention to detail
- Excellent communication and presentation skills
- Good interpersonal and customer relationship skills
- Excellent report writing ability
- Working experience with Excel, Word and Microsoft packages
- Working experience with ITS (Integrated Tertiary Software)





**VAAAL UNIVERSITY
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- Knowledge of Higher Education Tertiary Institutions
- Ability to handle multiple tasks simultaneously with a sense of priority

Closing date for applications: 22 February 2022

Submit CV to recruitment4@vut.ac.za.

Please Note: The application must be accompanied by a CV, identity document and ORIGINAL certified copies (not older than 3 months) of educational qualifications. Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. Therefore, people from designated groups are encouraged to apply. If you are not contacted within six weeks after the closing date, please accept that your application was unsuccessful.

