



DIVISION: Finance

DEPARTMENT: SCM

POST: Tender Manager

POST N<sup>o</sup>: 2475

PEROMNES GRADE: 07

**JOB DESCRIPTION:**

**Key performance areas include but are not limited to:**

- Ensure the smooth running of the tender processes.
- Ensure that all customer specified milestones are met, and all deliverables of the tender are produced as specified.
- Manage the tenders in terms of capacity assessment and evaluation of potential 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 consolidated Procurement Plan and Acquisition/Sourcing Strategy.
- Ensure the smooth administrative functioning of the Bid Specification, Bid Evaluation and Bid Adjudication Committees.
- Manage all the pre-award stages of the procurement processes.

**Application Criteria:**

**Qualifications and Experience:**

- BTech: Logistics Management / Cost and Management Accounting/Financial Management /BCom In Supply Chain Management or equivalent
- At least 5 years tender management experience
- Knowledge of the ITS System
- Compilation of bid reports for bid committees

**Skills and Competencies.:**

- Communication
- Problem solving capability.
- Negotiation
- ITS Knowledge
- Planning
- Customer focussed and orientated.

Closing date for applications: 02 October 2024

**Applications should include:**

1. A fully completed prescribed application form which can be obtained from:  
<https://www.vut.ac.za/wp-content/uploads/2023/08/Application-of-Employment-Form-updated.pdf>
2. A detailed curriculum vitae (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic records and certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to [recruitment7@vut.ac.za](mailto:recruitment7@vut.ac.za) and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:

HR Business Partner: Mr Judas Mabilu, Tel 016 950 9136 / email address: [judasm@vut.ac.za](mailto:judasm@vut.ac.za)

HR Administrator, Tel 016 950 6714 / email address: [ntswakim@vut.ac.za](mailto:ntswakim@vut.ac.za)

**Please Note: 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 submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.**

**VUT reserves the right not to make an appointment**

**By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.**

