

DIVISION: Resources and Planning

DEPARTMENT: Finance-SCM

POST: Manager- Infrastructure
Procurement

POST N°: 2279

PEROMNES GRADE: 06

JOB DESCRIPTION:

The Vaal University of Technology (VUT) invites applications for the position of Manager: Infrastructure Procurement within the Finance and Supply Chain Management division. This role is central to ensuring the effective planning, coordination, and execution of procurement activities related to infrastructure, construction, refurbishment, and maintenance projects across the University.

The successful candidate will be responsible for managing the full procurement lifecycle for infrastructure and capital expenditure, ensuring strict compliance with legislative frameworks, institutional policies, and best practice standards. The role further demands a commitment to value for money, sound risk management, and the timely delivery of projects aligned with the University's strategic infrastructure objectives.

Key Performance Areas

The key performance areas include, but are not limited to, the following:

1. Overall Divisional Management (Infrastructure and Capex: I&C)

- Manage all phases of the procurement lifecycle for infrastructure and capital expenditure transactions across the institution
- Report to the SCM Director on all infrastructure and capex procurement activities
- Establish and maintain internal controls, systems, and procedures for I&C procurement strategies
- Ensure effective records and archive management in compliance with applicable records management legislation
- Perform any other duties reasonably expected of a divisional manager

2. Infrastructure Procurement Planning

- Develop and implement procurement plans aligned to the institutional budget cycle for infrastructure and capex projects
- Formulate and execute infrastructure procurement strategies aligned with the University's infrastructure master plan and capital programme
- Manage and monitor annual and multi-year infrastructure procurement plans to ensure timely delivery of approved projects
- Support project teams in defining procurement requirements, scopes of work, and appropriate procurement methodologies
- Provide guidance on grant funding compliance for infrastructure-related projects
- Manage risks associated with grant funding retention in relation to infrastructure and capex procurement

3. Bid and Tender Management

- Manage the tender process for all infrastructure and capex procurement
- Coordinate the full tender lifecycle for infrastructure projects
- Ensure bid documentation is technically sound, complete, and aligned with project objectives

- Ensure tenders are finalised within agreed timeframes, maintaining quality standards and minimising re-advertisements

4. Compliance and Governance

- Ensure compliance with all applicable legislation, including SCM policies, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Construction Industry Development Board (CIDB) requirements, and relevant Post-School Education and Training (PSET) frameworks
- Conduct risk assessments on all infrastructure-related procurement activities and maintain a comprehensive divisional risk register
- Monitor and report on risk management within the division

5. Contract and Supplier Management

- Oversee the appointment and performance management of contractors and consultants
- Manage contract variations, extensions, and compliance obligations
- Identify and assess contractual risks, and implement internal controls to mitigate these risks and ensure sound contract management practices

6. Stakeholder Coordination

- Collaborate with internal stakeholders, including Infrastructure, Facilities, Finance, Legal, and other end-users
- Identify and proactively manage stakeholder concerns, ensuring appropriate systems and processes are in place to address issues before they impact institutional relationships

7. Reporting and Advisory Support

- Prepare and present procurement progress reports
- Provide strategic advisory support to the SCM Director, Chief Financial Officer (CFO), and executive management

APPLICATION CRITERIA:

Qualifications and Experience:

- NQF Level 7 Bachelor's degree in Supply Chain Management, Finance, or Accounting with relevant construction procurement experience,
or
- Degree in Quantity Surveying, Construction Management, Engineering, or a related field with Supply Chain Management experience
- Minimum of 6 years' experience in SCM, including 3–5 years in infrastructure procurement
- At least 2 years' experience in team management will be advantageous
- Proven experience in public sector procurement environments

Skills:

- Infrastructure procurement legislation and compliance frameworks
- Knowledge of construction contracts (JBCC, NEC, GCC, FIDIC)
- Strong analytical, negotiation, and stakeholder management skills
- Excellent communication and reporting skills

Competencies:

- Strong knowledge of infrastructure procurement legislation and contract frameworks (JBCC, NEC, GCC, FIDIC)
- Strategic thinking and planning capability
- Risk management and governance orientation
- Excellent communication, negotiation, and stakeholder management skills
- Sound decision-making and problem-solving ability

CLOSING DATE FOR APPLICATIONS: 29 April 2026

Application requirements:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za
2. A detailed curriculum vitae (explicitly stating relevant experience or knowledge in the fields mentioned above)
3. Certified copies of all qualifications
4. A certified copy of your South African identity document
5. Contact details of referees
6. Applications must be emailed to recruitment4@vut.ac.za. Please quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications, or applications submitted without the application form and required supporting documents, will be disregarded.
8. Only applications submitted using the official VUT application for employment form will be considered.
9. Correspondence will only be entered into with shortlisted candidates. If you do not hear from VUT within 3 months of the closing date, please regard your application as unsuccessful.

Please Note

- **By submitting your application, you consent to VUT verifying your qualifications and sharing your personal information with the selection panel and other authorised persons involved in the recruitment process. Candidates with foreign qualifications must submit a South African Qualifications Authority (SAQA) certificate of evaluation. VUT is an equal opportunity and affirmative action employer. In compliance with the Employment Equity Act No. 55 of 1998 (as amended), and in line with its Employment Equity Plan and Recruitment Policy, preference will be given to suitably qualified candidates from designated groups, specifically African, Coloured, Indian, women, and persons with disabilities.**
- **VUT reserves the right not to make an appointment**

