

Where the World meets Africa



Durban ICC SOC LTD is the registered trading and managing company for the Inkosi Albert Luthuli ICC Complex, which includes the International Convention Centre Durban, the Durban ICC Exhibition Centre and the Durban ICC Arena. The Inkosi Albert Luthuli ICC is one of the most advanced conference facilities in the world, having been voted Africa's Leading Conference Centre by World Travel Awards for 17 years in succession.

**POSITION: SUPPLY CHAIN MANAGEMENT AND COMPLIANCE OFFICER (TG 12)
SIX (6) MONTHS FIXED TERM CONTRACT
PACKAGE: R35 000.00 PER MONTH**

The organisation is calling for suitable candidates to apply for the position of Supply Chain Management and Compliance Officer.

The SCM and Compliance Officer is responsible for ensuring compliance with the Supply Chain Management process of the entity which includes the alignment of procedures, systems and controls, execution of applications to address demand/acquisition and disposal management of items as well as the achievement of fair, equitable, transparent and cost-effective procurement practices within the Durban ICC.

QUALIFICATIONS, EXPERIENCE & COMPETENCIES

Minimum Qualifications

- Bachelor of Commerce in Supply Chain Management or relevant bachelor's degree
- CA (SA) qualification is preferred.

Experience and knowledge required

- Minimum of 3 years working experience in supply chain management.

Attributes

- Analysis and problem solving
- Judgement and decision-making
- Information seeking/gathering
- Ability to work under pressure
- High level of Integrity
- Information seeking
- Flexibility
- Drive and persistence
- Self-reliance/Independent

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AFRICA'S LEADING CONVENTION CENTRE

Durban International Convention Centre

V.G. Mashinini (Chairperson), M.J.K. Bophela, B.C. Dumisa, N. Langa, B.V. Mshengu, N.N. Ndaba, L. Ngcobo, S.L. Ntuli, N.Z. Qunta, I.E. Rakharebe, M.A. Rambally

Durban ICC (SOC) Ltd • Reg. No. 1992/005887/30



KEY PERFORMANCE / MAIN ACTIVITIES OF THIS ROLE

- Preparation of specification and tender documents for the procurement of goods and services.
- Responsible for compliance and enhancement of the SCM policy and processes for implementation/awareness /training throughout the entity.
- Responsible for ensuring that there is no irregular expenditure, as defined in terms of the policy, is incurred.
- Responsible for drafting, implementation and monitoring of the entity's procurement plan to ensure that all acquisition needs are adequately planned and initiated within an acceptable lead time.
- Alignment of the entity's needs analysis to budgetary provisions to circumvent unauthorised expenditure.
- Preparation of annual procurement plan for the Durban ICC.
- Maintenance of acquisition, appointment and contractual agreements
- Prepare Bid reports for evaluation, purposes.
- Participate in meetings and provide information on Supply Chain information.
- Prepare ad hoc reports related to Supply Chain Management.
- Responsible for identifying suppliers /service providers as part of the entity's enterprise development and supplier development initiatives.
- Responsible for conducting regular supplier performance audits to ensure satisfactory levels of service delivery.
- Collating information for quarterly SCM reporting to Board Committees.
- Responsible for ensuring that the assets of the entity are disposed in accordance with SCM policy.
- Monitoring Renewal of lease agreements prior to the expiry dates.
- Responsible for management of subordinates and providing guidance to the team.

APPLICATIONS

The Durban ICC is committed to Employment Equity and particularly welcomes applications from suitably qualified Historically Disadvantaged Individuals (HDI). Preference will be given to suitable candidates who will assist the ICC in addressing its current transformational needs. Persons with disabilities are encouraged to apply.

Applications must reach the Human Resources Department, Durban ICC, via e-mail: recruitment@icc.co.za

Closing date for the CV submissions is **9 September 2022**

Applicants who do not meet the minimum requirements will automatically be disqualified from consideration.


SENIOR HUMAN RESOURCE MANAGER

31 August 2022
DATE