



ADMINISTRATOR: BID COMMITTEES -B BAND

R 24 010.60-R33 290.42 Basic Salary Per Month

REFERENCE CODE: ADMN_BC

Based at ERWAT Head Office (Hartebeesfontein Office Park)

Purpose of the Job: To perform bid administration functions for the various bid committees and provide general office support.

Key Responsibilities: Attend Site/Briefing Meetings and minute taking and disseminate the information to potential bidders. Serve as Bid Specification Committee Secretariat when required. Serve as Bid Evaluation Committee Secretariat when required. Serve as Bid Adjudication Committee Secretariat when required. Assist in the preparation of evaluation reports, data capturing and communications with bidders. Assist in compiling monthly and quarterly ad hoc reports for the Manager: SCM. Assist in all office administration and general office duties, such as filing and housekeeping in the office. Typing of memos, reports and other matters as prescribed by the SCM Manger and SCM Specialists.

Key Knowledge and Skills: MS Office, General Report Writing, Budgeting, Asset Administration, Report consolidation, Minute Taking and Distribution, General Filing, Supervision of Cleaning Contractor.

Minimum Requirements:

- National diploma in Supply Chain Management or equivalent.
- 1 year relevant experience in bid administration.
- Knowledge working on SOLAR will be advantageous.
- No managerial experience Required.

Special Requirements: Computer Literacy – High proficiency in Microsoft Word, PowerPoint and Excel. Knowledge working of the MFMA and Municipal Systems Act and Regulations. Record Keeping experience and document management. Ability to work in a team.