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<th>Position</th>
<th>Description</th>
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| **Employee Relations, Wellness & Compliance Partner - Permanent**  
Grade 14: R 454 924 - R 556 018 (Total Cost to Company) | The Employee Relations, Wellness and Compliance Partner will report to Senior Manager: Human Resources. The candidate will be responsible for implementing an employee relations strategy which is aligned to business needs, promote wellness and OHS programmes based on organisational and employee needs; establish relevant policies and procedures and monitor controls for an effective ethics/compliance program and reporting standards. |
| **Administrator Procurement - Three (3) Year Contract**  
Grade 10: R 227 808 - R 278 431 (Total Cost to Company) | The Procurement Administrator will report to Manager: Demand and Acquisition. The candidate will provide administrative support to Procurement. |
| **Administrator Contract Management (Procurement) - Three (3) Year Contract**  
Grade 10: R 227 808 - R 278 431 (Total Cost to Company) | The Contract Management Administrator will report to Manager: Contract Management. The candidate will provide administrative support to Contract Management. |
| **Loan Implementation Officer - Permanent**  
Grade 13: R 419 080 - R 512 209 (Total Cost to Company) | The Loan Implementation Officer will report to Executive Manager: Legal, Compliance & Governance. Completion of legal agreements and recording master data on Promun. Ensuring that all securities or collaterals are registered in accordance with terms and conditions of loan approval. |
| **Compliance Officer - Permanent**  
Grade 10: R 227 808 - R 278 431 (Total Cost to Company) | The Compliance Officer will report to Senior Manager: Supply Chain Management. To ensure ECDC’s compliance to legislation and policies relating to procurement. |

For more information, visit our website: [www.ecdc.co.za](http://www.ecdc.co.za)  
Please send your detailed CV to the: Talent Management Consultant,  
Tel: 043 704 5783, Fax: 086 682 9817, Email: humanresources@ecdc.co.za  
Closing Date: **26 November 2018**

If you have not been contacted within eight (8) weeks after the closing date of the advertisement, please regard your application as unsuccessful.  
**In making these appointments, ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies and plans.***
VACANCY

COMPLIANCE OFFICER

GRADE 10: R 227 808- R 278 431 (Total Cost to Company)

The Compliance Officer will report to Senior Manager: Supply Chain Management. To ensure ECDC’s compliance to legislation and policies relating to procurement.

KEY DUTIES AND RESPONSIBILITIES

The Key Performance Areas will encompass:

Implementation and monitoring of compliance processes

- Implement appropriate systems, processes and procedures to ensure that ECDC contracts comply with their respective responsibilities, internal policies and law stipulation, regulations and other applicable codes of conduct;
- Create and maintain interest in the compliance function and getting everyone within the corporation to think compliance;
- Communicate all risk and compliance policies, processes and guidance to all departments;
- Conduct compliance awareness campaigns;
- Provide compliance analysis and support on supply chain projects on a day-to-day basis.

Providing guidance to business units and reporting

- Advise all the respective business units on compliance and regulatory guidelines;
- Implement standards consistently to ensure clear guidelines for each business unit;
- Identify and monitor new and existing legislation that impacts the business for the purposes of making recommendations to management in respect of control procedures and procedure changes;
- Ensure that compliance risks are logged and compliance issues identified, monitored, reported; escalated to relevant person/s & Committee/s and corrective actions are taken;
- Assist the Head SCM in coordinating internal compliance review and monitoring activities;
- Access and avail records relevant to monitoring activities and report findings;
- Implement action plans to introduce corrective measures for non-compliance.

Bid process

- Compliance requirements are understood prior to submission of bids;
- Physically audit tenderers for compliance and advising the Tender Evaluation Committee on all tenders;
- Perform pre-award and post-award functions involving highly specialized procurements; including procurement planning, maintaining acquisition documents and related schedules and coordinating a variety of contract administration activities;
- Conduct briefing sessions and bid opening meetings for public bids;
- Receive and analyse proposals, evaluates technical bids, for responsiveness to and conformance with the solicitations;
- Coordinates Bid Evaluation committee meetings;
- Prepare all compliance documents associated with the evaluation process.
General administration and reporting

- Prepare Compliance Reports;
- Prepare a monthly report of incidents, problems, statistics and feedback on enquiries.

MINIMUM REQUIREMENTS

- National Diploma in Purchasing, Procurement Management, Internal Audit, Public Management or related qualification;
- Three (3) years relevant experience in Supply Chain;
- Must possess the following competencies:
  - In depth knowledge of Government Legislation regulating procurement in South Africa e.g. BBBEE Act, PPPFA regulations;
  - Knowledge of public procurement structures and systems;
  - Knowledge of PFMA and relevant sections relating to procurement;
  - Exposure to benchmarking;
  - Excellent organisational skills;
  - Excellent communication and negotiation skills;
  - Results oriented.

This is a permanent appointment and the successful candidate will be subjected to signing a performance contract and verification of qualifications. Shortlisted candidates will be required to attend interviews as well as other assessments. If you have not been contacted within 8 weeks after the closing date of the advertisement, please regard your application as unsuccessful.

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Please send your detailed CV to
Talent Consultant
Tel:043 7045783
Fax: 0866829817
Email:humanresources@ecdco.za
Closing date: 26 November 2018