



Ekurhuleni Housing Company

Ekurhuleni Housing Company (SOC)

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Hanover Building, Cnr Hendrick Potgieter & 7th Ave, Edenvale

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**INTERNAL/EXTERNAL ADVERTISEMENT
SUPPLY CHAIN ADMINISTRATOR
12 MONTHS FIXED TERM CONTRACT**

To support the Supply Chain Manager and Supply Chain Officers with the administrative functions required by the unit

Minimum Requirement	Responsibilities
<ul style="list-style-type: none">• Matric• 1 Years certificate in Supply Chain• 2 Years' Procurement experience in terms of MFMA	<ul style="list-style-type: none">• Update and administers suppliers accreditation• Update list of non performing suppliers/ Company restricted bidder list• Filing of unsuccessful tender documents for easy retrieval and file unsuccessful bidders as per the document management policy• Administer database of potential suppliers• Arrange tender committee meetings• Create packs for meetings• Ensure compliance with MFMA Supply Chain requirements• The incumbent reports to Supply Chain Manager

Interested persons who meet the above requirements must send their applications to the Ekurhuleni Housing Company, Cnr Hendrik Potgieter and 7th Avenue, Edenvale, or to recruitment@ehco.org.za, for attention: HR: Ms. Laiqah Bowers- Charles. The interviews will be conducted during April 2020. Consider your application as unsuccessful should you not hear from the company within 21 days of the closing date of 27th March 2020

Executive Directors: B. Molefe (CEO); Devi Pertab (CFO); **Non-Executive Directors:** B. Moholo (Chairperson); T. Vukea; Z. Nkamana; T. Limako; L. Netshitenzhe; T. Thopola; * K. Sebola (Company Secretary)

Reg. No. 2000/007936/07