

The ETDP SETA seeks to temporarily employ a suitably qualified secretariat and administrator with the necessary skills and qualifications.

## BID Administrator

**Salary: R453 142.00 per annum (Total-Cost-To-Company)**

**Duration: Fixed-term contract of twelve (12) months**

**Job Purpose:** To assist with the secretariat, administrative and logistic processes pertaining to tenders. The successful applicant will be based at the ETDP SETA Head Office in Johannesburg and must meet the following minimum requirements:

### **Qualification, Knowledge and Experience**

- A National Diploma in Supply Chain Management, Procurement, Public Administration and Management, Business Management.
- A minimum of five (5) years work experience in performing secretarial, administrative, record-keeping and logistic duties in a supply chain environment.
- Comprehensive knowledge and understanding of handling administrative, record-keeping, and secretarial duties.
- Extensive experience in business writing, taking minutes and keeping records.
- Proven ability to provide support to Committees such as Bid Committees, Management committees, Executives, etc.
- Proven ability to work under pressure while upholding high-quality work.
- Knowledge of legislation, policies, procedures, processes, practices, systems, and frameworks for handling administrative, record-keeping, and secretarial duties for the Bid Committees, Management Committees, Executives, etc.
- Good planning, organizing, interpersonal, time management, and problem-solving skills.
- Excellent report writing and communication skills (both verbal and written).
- Advanced computer literacy and experience in the application of software tools, including MS Word, PowerPoint, Excel, Internet, and Outlook.

## Duties and Responsibilities

- Provide secretariat duties to the Bid Adjudication Committee.
- Handle administrative, record-keeping, and logistic duties for Bid Committees (Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee).
- Serve as an alternate Bid Specification Committee and Bid Evaluation Committee secretary as and when required.
- Provide administrative support for other Supply Chain Management processes, such as briefing sessions, involvement in evaluating administrative compliance, and specific goals for tenders.
- Overall management of procurement plan timelines that align with the procurement tracker.
- Liaise with end users, bidders, Supply Chain Management unit, office of the Chief Executive Officer, Bid Specification Committee, Bid Evaluation Committee, experts (where applicable), etc.
- Filing and adequately storing information relating to tenders and Bid Committees timeously.
- Provides bid information to stakeholders such as internal auditors, Auditor General, National Treasury, etc.
- Perform any other duties as assigned by the Line Manager.

Interested applicants (who qualify in respect of all the criteria) are invited to submit a detailed and recent Curriculum Vitae (CV), certified copies of all qualifications and certificates, including the National Senior Certificate, certified and clear copies of the Identity Document (the certified copies should not be older than six months) and a motivation letter highlighting previous experience and career achievements related to the position to [recruitment@etdpseta.org.za](mailto:recruitment@etdpseta.org.za)

The closing date for the receipt of applications is **17 January 2025 at 16:00**.

Correspondence will be only entered into with **shortlisted applicants**. ETDP SETA reserves the right not to make an appointment.

## Protection Of Personal Information Act, Act 4 of 2013 (POPIA)

The recommended candidate should acknowledge that they have read and accepted the Protection of Personal Information Act, Act 4 of 2013 (POPIA) disclaimer:

- Consent for the ETDP SETA to process my personal information as part of the recruitment process.
- The ETDP SETA shall take all reasonable measures to protect the personal information of applicants, and for the purpose of this disclaimer, “personal information” shall be defined as detailed in the POPIA.
- The ETDP SETA reserves the right to withdraw or not to fill the position for whatever reasons.

**Applications submitted without the required above-mentioned certified copies, as well as applications received late, will not be considered.**