



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor
Forum 1
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 10 219 9400

www.jhbproperty.co.za

COMMITTEE OFFICER

Department: Finance & Supply Chain Management
Designation: Committee Officer
Reporting to: Manager: Committee Legal & Commercial
Reference Number: **CO-03/2025**
Remuneration: **R33 321.00 (Basic salary excluding benefits per Month)**
Local: Braam Park, 33 Hoofd Street, Braamfontein

Minimum requirements:

- Matric Certificate plus a Diploma in Supply Chain Management, Public Administration, Finance, or a related field. A Degree in Supply Chain Management, Public Administration, Finance, or a related field will be an added advantage.
- At least 2 years of experience in supply chain management, procurement, or municipal supply chain management committee administration.
- Local government experience.
- Knowledge of the Municipal Finance Management Act, Municipal Supply Chain Management Regulation, Policies and Procedures within Supply Chain Management environment.
- Strong understanding of best practices for the SCM processes.
- Record-keeping and document control procedures.

Primary function:

The Committee Officer in the Supply Chain Management (SCM) Unit is responsible for providing administrative and secretarial support to various SCM committees (e.g. Bid Specification, Bid Evaluation, and Bid Adjudication Committees). The role ensures compliance with municipal procurement policies, regulations, and relevant legislation, while also maintaining accurate records and facilitating smooth procurement processes, as well as ensuring transparency and efficiency.

Key Performance Areas:

- Co-ordinates SCM Committee meetings
- Ensure compliance to document management
- Perform administrative and logistical support in SCM operations
- Ensure adherence of companies to relevant laws, regulations and industry standards throughout SCM operations.



Non-Executive Directors: Simon Motha (Chairperson)
Bettycourt Teffo | Fulufhelo Ratshikhopa | Sandy Collophen | Mxolisi Zondo |
Ntombikayise Tini | Sivuyisiwe Gwebani | Thapelo Mashamaite |
Tshepang Thatelo | Yolisa Ngxabazi | Moeketsi Rabodila |

Executive Directors: Musah Makhunga (Acting Chief Executive Officer)
Imraan Bhamjee (Acting Chief Financial Officer)

Company Secretary: Gontse Dlamini
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07



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Committee Administration and Coordination

- Schedule and coordinate SCM committee meetings.
- Prepare and distribute agendas, minutes, and supporting documents.
- Ensure committee proceedings comply with municipal supply chain policies and regulations.
- Report to Senior Manager & advise on budgets, maintain realistic overview.
- Ensure 100% clean audit.
- Check General Ledger (GL) income and expenditure per line code to ensure funds have been correctly allocated.
- Revise budget and prepare adjustment budget.

Document Management and Compliance

- Maintain accurate records of committee deliberations and decisions.
- Ensure all procurement documentation is properly filed, stored, and accessible for audits.
- Verify that bid specifications, evaluations, and adjudications align with legal and regulatory requirements.

Administrative and Logistical Support

- Prepare and distribute procurement reports, committee resolutions, and correspondence.
- Provide logistical support for bid-related meetings, including venue arrangements and document distribution.
- Monitor bid validity periods.
- Ensure that laid down guidelines are applied and all secretarial and support requirements, associated with the Committee functions, are efficiently undertaken and completed.

Strategic Alignment

- Assisting with a business plan for JPC, aligned to strategy, budget & ensure that performance management score cards are aligned & reviewed on a quarterly basis.
- Assist in setting the organization's targets but also creates a platform for planning and governing plans to tackle challenges along the way.
- Involves laying out steps to drive the organization towards its objectives.

Regulatory Compliance

- Ensure that procurement processes follow the Municipal Finance Management Act (MFMA) and its regulations, Preferential Procurement Policy Framework Act (PPPFA) and its regulations, National Treasury Circulars and other relevant legislation.
- Assist in implementing procurement best practices and governance policies.



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- Ensure that all aspects of the supply chain meet the required legal and ethical standards.

Leading Competencies:

- Computer literacy (Microsoft Word and Excel).
- Strong organizational and administrative skills
- Proficiency in Excel, Word, PowerPoint, Microsoft Office and mobile technologies to report data.
- Good communication and report-writing abilities
- Coordination and Time Management Skills.
- Attention to detail and accuracy in documentation
- Ethical conduct and confidentiality in handling procurement matters
- Ability to work under pressure and meet deadlines

Core Competencies

- Knowledge of the local Government.
- Compliance with the SCM regulations and policies.
- Be able to communicate effectively on a high level, verbal and in writing.
- Be analytical, critical and pay attention to detail.
- Principles of human resource administration.
- Be able to work under pressure (be dead driven).
- Be able to work overtime when required.

“All suitably qualified candidates are encouraged to apply and will be considered. The City of Joburg Property Company applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities”.

Please take note that only online applications will be considered. Please apply by using the following link:

<https://share-eu1.hsforms.com/1xOIAz7D0RAyevNx38fNrYgew554>

APPLY ONLINE: www.jhbproperty.co.za



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ENQUIRIES ONLY:

Contact Person: Hlengiwe Mvelase

Tel No: (010) 219-9118

Applicants are informed that, if no notification of appointment / response is received within six (6) weeks of the closing date, they must accept that this application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted.

- Credit record
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.

Publication Date:

5 March 2025

**This Vacancy is open to Employees of the
City of Johannesburg ONLY**

Closing Date:

18 March 2025



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