



sanedi

South African National Energy
Development Institute

ENERGY INNOVATION FOR LIFE

SANEDI, PO Box 9935, Sandton, 2146

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JOB REQUIREMENTS

Position: SCM Administrator

Programme: Administration

Division: Supply chain

Location: SANDTON

Period: Permanent

Background of SANEDI:

The South African National Energy Development Institute (SANEDI) was established in 2011 under the National Energy Act, 2008 (Act No. 34 of 2008) (NEA). The Act provides for SANEDI to direct, promote energy research, and technology innovation as well as undertake measures to promote energy efficiency throughout the economy.

1. Purpose of the position

The purpose of this position is to assist with day-to-day operations within the Supply Chain Department.

Qualifications and minimum requirements

- Degree in Supply Chain, Public Administration and or governance or related field
- A minimum of 4 years' experience in Public Procurement;
- Membership with the Chartered Institute of Procurement and Supply (CIPS)
- Highly motivated and pro-active;
- Organised with attention to detail;

- Ability to work under pressure and to meet strict deadlines;
- Knowledge of the ERP system

Duties/Outputs

- Procurement of good and services from start to completion
- Co-ordinate committee meetings
- Liaise with legal for the draft contracts
- Facilitate the signing of contracts between SANEDI and suppliers
- Load the contract on the ERP system
- Record keeping
- Supplier database maintenance
- Stakeholder engagement
- Raise and approve purchase requisitions on the ERP system

Additional Information

The successful candidate will be based at the SANEDI office in Sandton, Johannesburg.

Please email a detailed CV to: scmadministrator@sanedi.org.za

The closing date for this position is: **21 February 2024**

Should you not hear from SANEDI within 30 days after closing of this advert, please consider your application unsuccessful.