



a world class African city

City of Joburg Property Company SOC Ltd.

Forum 2
1st Floor
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 11 339 2727

www.jhbproperty.co.za

City of Joburg Property Company SOC Ltd.

Vacancy: Committee Officer (**REF. BB01**)
Business Unit: Supply chain
Reporting To: Supply chain Manager

Purpose

To provide effective and efficient committee and associated administrative services for the SCM department.

Responsibilities

- Bid Committee Administration
- Bid Administration
- Minute Taking in Bid Committee meetings
- Tracking and follow up of Committee Resolutions
- Assist with Monthly, Quarterly, and Annual Reports

Qualifications and Experience

- Matric
- 2 (Two) years Committee Officer experience
- Understanding of Supply Chain Management process
- Bid Administrations
- Be able to provide Management with report

Knowledge and Skills

- Computer Literacy
- Excellent verbal and written communication skills
- Communications skills
- People skills
- Ability to handle sensitive and confidential information
- Ability to work under pressure
- Knowledge of the Municipals Finance Management Act (MFMA)
- Knowledge of Local Government



Non-Executive Directors: JJ Buys (Chairperson), SD Maritz,
L Itholeng, D Sekhukhune, J Armstrong, S Dzengwa, H Mashele
Executive Director: Helen Botes (Managing Director)
Acting Company Secretary: V. Morgan
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07



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Note

- Appointments are made on a 5 year performance based contract
- People with disabilities are encouraged to apply
- These appointments will be made in accordance with the Company's Employment Equity Policy
- Submit a detailed, relevant CV via e-mail to **JOBS@jhbproperty.co.za**, **quoting the relevant reference and job title**
- Do not send any certificates, diplomas or testimonials
- Communication will be with short-listed applicants only
- Should you not receive any correspondence within 6 weeks, please consider your application unsuccessful
- We thank all applicants for their interest
- Closing date 13 December 2011



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