



Consider this career challenge at Casidra

Casidra SOC Ltd is a Provincial Government Business Enterprise of the Western Cape, registered as a Schedule 3D company. Our mission is to advance agricultural and economic growth through exceptional project management and strategic programme implementation, in line with our vision to cultivate sustainable and thriving agricultural communities. With a proven track record of unqualified financial audit reports, we are a testament to excellence in management and our unwavering commitment to good governance.

PROCUREMENT ADMINISTRATOR (EVALUATE 7)

Casidra currently seeks to recruit a Procurement Administrator to provide an efficient, cost-effective and compliant procurement administration service through the sourcing of goods and services, supplier management and the administration of requests for quotations (RFQs) and bids, in accordance with applicable legislation, financial regulations and supply chain management procedures.

The successful candidate will report to the Supply Chain Manager.

KEY PERFORMANCE AREAS INCLUDE, BUT ARE NOT LIMITED TO:

Procurement Administration

- ✚ Receive, review and scrutinise procurement requests to ensure completeness, budget availability and compliance with applicable legislation, policies and procedures
- ✚ Source quotations from suppliers on the relevant supplier database
- ✚ Facilitate the quotation process and submit quotations for order processing
- ✚ Allocate and maintain procurement requisition records and ensure requests are processed timeously
- ✚ Capture delivery notes and maintain accurate records of goods and services received

Supplier and Vendor Management

- ✚ Establish and maintain professional relationships with suppliers and service providers
- ✚ Obtain and evaluate quotations, pricing and supply options to support cost-effective procurement
- ✚ Assist with supplier enquiries and procurement-related queries
- ✚ Maintain accurate records of purchases, supplier pricing and delivery times
- ✚ Monitor the quality of goods and services received and support effective supplier management

RFQ and Bid Administration

- ✚ Assist with the compilation of RFQ and bid documentation in accordance with approved specifications and applicable requirements
- ✚ Advertise RFQs and bids on relevant websites and procurement platforms
- ✚ Download and maintain RFQ and bid documentation from relevant websites
- ✚ Capture and update bid information and outcomes on relevant websites and systems
- ✚ Assist with the compilation of local content submissions to the Department of Trade, Industry and Competition (DTIC)

Procurement Systems and Records Management

- ✚ Link tender and requisition numbers on the Casper system
- ✚ Download Central Supplier Database (CSD) reports when required and update supplier information on Casper
- ✚ Ensure accurate capturing, filing and safekeeping of procurement documentation
- ✚ Maintain complete and up-to-date procurement records in accordance with applicable legislation and recordkeeping procedures
- ✚ Ensure procurement documentation is readily available for reporting, audit and compliance purposes

Compliance and Stakeholder Support

- ✚ Ensure that procurement activities comply with the Public Finance Management Act (PFMA), applicable financial regulations, supply chain management policies and standard operating procedures
- ✚ Provide accurate procurement information and administrative support to management, staff, government departments, contractors and service providers
- ✚ Respond promptly to procurement-related enquiries and assist with resolving queries
- ✚ Contribute to efficient service delivery through accurate documentation, effective communication and adherence to deadlines

JOB REQUIREMENTS:

- ✚ A tertiary qualification in Procurement, Supply Chain Management or a related field.
- ✚ At least 3 years' relevant experience in procurement administration or a similar role.
- ✚ Experience in a financial, compliance-driven or Supply Chain Management (SCM) environment.
- ✚ Experience in a public sector or state-owned entity environment will be advantageous.
- ✚ Knowledge of the Public Finance Management Act (PFMA), applicable financial regulations and supply chain management policies and procedures.
- ✚ Computer literacy and the ability to maintain accurate electronic procurement records.
- ✚ A valid Code B driver's licence.

Skills: Analytical and problem-solving skills, negotiation skills, effective verbal and written communication skills, organisational skills, computer skills and attention to detail. Ability to interpret and apply relevant legislation, regulations, policies and procedures.

Attitude: Honest and trustworthy; strong work ethic; professional conduct; ability to work independently and under pressure; self-motivated and service-oriented.

Remuneration: R 396 873.00 to R 401 656.00 (TCOE) per annum - The total cost of the remuneration package will be determined based on the candidate's qualifications and experience

Suitably qualified applicants must submit a CV, certified copies of the relevant qualification and a certified copy of their ID to the Human Capital Department via e-mail: cv@casidra.co.za.

The closing date for applications is **27 October 2026 @12h00**. Only shortlisted candidates will be contacted.

Casidra is a public entity committed to achieving employment equity and disability targets.