



SEEKING: PROCUREMENT AND FLEET OFFICER

CHoiCe Trust is a non-profit organisation working to support children, households and communities in Limpopo through various programmes focused on capacity building, health and social development. CHoiCe works to ensure meaningful impact through promoting sustainable practices, fostering community engagement and delivering a quality service.

The Procurement and Fleet Management Officer is responsible for overseeing the procurement processes and managing the organisation's fleet of vehicles to ensure efficient and effective operations in the Children, Adolescents and Families in the HIV Epidemic (CAFHE) activity funded by USAID. This role requires a proactive approach to administration, negotiation and compliance with relevant regulations, including donor requirements.

Required Qualifications, Skills and Qualities:

The appointed individual is expected to have the following experience and qualifications:

- Qualification in Administration or other relevant theme
- A minimum of 5 years' experience in procurement and administration, preferably within the nonprofit sector and experience with USAID procurement would be advantageous
- Advanced computer skills: MS Word, Excel, Outlook.
- COVID 19 vaccination certificate.
- Driver's license and ability to drive

The Procurement and Fleet Management Officer must have strong negotiation and communication skills, proficiency in procurement software and procedures. The individual must have excellent organisation and time management abilities and ability to analyse data and generate reports. The Officer must have a strong commitment to the mission of CHoiCe Trust and the ability to work independently and as part of a team. They must have a high level of integrity and professionalism.

Responsibilities include:

- Procurement Management
- Fleet Management
- Administrative Support
- Compliance and Risk Management
- General Support

NOTE: We offer a market related salary.

Interested candidates are to forward an email including (a) their CV which motivates their suitability to the position; and (b) their expected monthly salary. This should be sent to:

ATT: Human Resources, CHoiCe Trust. E-mail: recruitment@choicetrust.co.za

CLOSING DATE: FRIDAY, 15th NOVEMBER 2024

Please direct questions to patricia@choicetrust.co.za. If you do not receive feedback within 2 weeks of the closing date of this advert, please consider your application unsuccessful.

For more information on CHoiCe Trust see: www.choicetrust.org.za

Persons with disabilities are also invited to apply. Preference will be given to suitably qualified candidates from the designated groups in line with the provisions of the Employment Equity Act, No 55 of 1998 (and any amendments thereto), the relevant internal recruitment policy as well as the organization's employment equity plan.

This is a donor-funded position and is dependent on resource availability. CHoiCe reserves the right not to make an appointment on this position.

