

# Job Opportunity: Procurement and Finance Officer

## ABOUT MPUMALANGA GREEN CLUSTER AGENCY (MGCA)

The Mpumalanga Green Cluster Agency employs the triple helix cluster model with representation from Government, Industry, and Academia as part of its design setup. The cluster works at the interface between business, government, and academia in order to identify and remove barriers to economically viable green economy catalysing its uptake to enable the region and its citizens to prosper.

MGCA is a non-profit organisation that works to advance a sustainable and inclusive green economy and create shared value in the Mpumalanga province. We work both at the micro and macro level supporting green-tech SMEs build their businesses, enabling bigger businesses to improve their environmental footprint, and assisting the provincial government to create the right environment for a more resilient green economy. Ultimately, we are helping to facilitate more investment, ecosystem building and stimulate job creation into Mpumalanga's green economy.

## JOB PURPOSE

This is an exciting opportunity to take up a key position in our growing Programme Team. The position is a key role providing financial and procurement project support to the Programme Team.

We are looking for a dynamic self-driven who has experience of supporting a team to set up development aid contracts, process payments, management of budgets and forecasting. Experience in commercial and non-commercial procurement would also be useful. The Projects Finance and Procurement Officer must be able to understand and comply with a number of rules and processes, and build strong working relationships with the internal projects, implementers as well as funders of MGCA. The jobholder would also be expected to provide other general administrative support tasks for the team, and would thereby have the opportunity to build basic project management skills. The procurement officer will handle all internal financial and procurement related functions. The Officer will play other administrative duties at MGCA which are enhancing the work of the organization.

## SUMMARY OF TECHNICAL RESPONSIBILITIES

- Proven demonstrated knowledge and experience, in accounts payable, including processing invoices for payment, matching purchase order to invoices and related record keeping
- Demonstrated skills, accuracy and literacy in financial administration, including provision of support for financial reporting
- Demonstrated experience and competency in the use of finance systems.
- Demonstrated sound understanding of accounts and coding, delegations of authority authorisations, approval processes
- Proven knowledge of compliance obligations, including ensuring adequate supporting
- Understanding of project finance
- documentation and record-keeping Outstanding customer service, interpersonal and communication skills with a proven ability to provide sound, accurate advice in a professional manner to internal and external stakeholders
- Demonstrated skills and experience in purchasing, procurement, and contract management including following policies, legislative requirements, and delegations
- Exceptionally strong attention to detail and an ability to analyse and problem solve
- Procure services required at MGCA and develop and maintain supplier Data base

- Keep and update inventory of MGCA asserts
- Proven ability to work well towards tight timeframes, with excellent organisation skills
- Strong written and verbal communication skills and demonstrated experience in supporting the preparation of financial reports, policies, and procedures.
- Writing reports
- Office admiration as allocated
- Exposure in working with funders

<b>Job Requirement</b>	<b>Procurement and Finance Officer</b>
<b>Qualification / Education</b>	Diploma/ Degree in business, accounting or related field of qualification. Post Graduate qualification will be an added advantage.
<b>Knowledge &amp; Experience</b>	2-4 years' relevant experience in similar role
<b>Skills and attributes</b>	<p>Relevant professional skills as outlined in the advert</p> <p>Time management skills.</p> <p>Strong analytical skills.</p> <p>Quantitative data collection and management ability.</p> <p>Interest in sustainable market trends</p> <p>High levels of integrity.</p> <p>Ability to work well individually or in a team</p> <p>Capable of establishing professional working relationships with diverse stakeholders</p> <p>Strong communication skills (written and verbal), with confidence in both formal and informal public speaking engagements</p> <p>High levels of professionalism.</p> <p>Use initiative be proactive in project execution</p>
<b>Remuneration</b>	Basic Salary (consummate with skills of applicant)
<b>Location</b>	Middelburg with extensive travelling across Mpumalanga
<b>Term</b>	1 year (12 months)

## GENERAL REQUIREMENTS

A successful candidate for the position will have the following skills:

1. Must have a passion for the inclusive sustainable development of South Africa and a willingness to travel around South Africa.
2. Must enjoy connecting with diverse stakeholders, listening and engaging to understand their context, barriers and opportunities, and ability to translate learnings and insights across diverse sectors to facilitate buy-in to a common vision and plan.

The following will be an advantage:

Fluency in spoken languages in Mpumalanga Province

## CONTRACT LENGTH AND REMUNERATION

This is a contract position for 1 year (12 months), contract renewal will depend on performance and the organizations requirements at the time. There will be a three-month probation period for this position.

Remuneration will be market-related, with the recognition that MGCA is a not-for-profit organisation. Offers made will take qualifications, experience and level of responsibility into account.

## APPLICATION DETAILS

Applications must include:

- A letter of motivation
- A detailed CV
- Certified Copies of academic Qualifications
- Proof of eligibility to work in South Africa (copy of SA ID or work permit)

Applications and queries can be submitted via email to: [info@mpumalangagreencluster.co.za](mailto:info@mpumalangagreencluster.co.za) and copy [celeste@mpumalangagreencluster.co.za](mailto:celeste@mpumalangagreencluster.co.za)

Closing Date: 21 June 2024