

Capacity Procurement Manager

Job title:	Capacity Procurement Manager
Job grade:	D2
Position status:	5 Year Fixed Term Contract
Job reports to:	Legal Counsel/Board Secretary
Positions reporting to this position:	None

ORGANIZATIONAL BACKGROUND

The Kingdom of Eswatini is a landlocked country located in Southern Africa with a population of just over 1.3 million. To supply its electricity demand, Eswatini relies heavily on electricity imports from mainly ESKOM in South Africa. This is despite the fact that the country has potential resources that can be exploited locally to generate electricity. The country has, therefore embarked on plans to introduce local generation capacity to reduce its reliance on imported electricity. Moreover, an Independent Power Producer Policy (IPPP) has been established and is aimed at increasing the utilization of the country's local renewable energy resources which include but not limited to biomass, solar photovoltaic, wind and geothermal resources to enhance energy security and self-sufficiency. There is currently limited capacity within the Eswatini energy sector for the procurement of new generation. To achieve the objectives of the IPPP, a clear, structured and consistent approach based on best international and regional practices has been adopted.

The Eswatini Energy Regulatory Authority (ESERA) has been mandated to launch tender procedures for the procurement of new electricity capacity. ESERA's role is to put in place tender procedures for the procurement of new capacity and examine and review, in close cooperation and consultation with the Minister, any bids received under the procedures. Further ESERA shall be responsible for the award of contracts (power purchase agreements) according to the procedure and criteria laid out in the procurement regulations. To this end the Authority is seeking for the services of a Capacity Procurement Manager with a background in procurement and renewable energy being an advantage.

MAIN PURPOSE OF JOB

The main purpose of this job is to put in place tender procedures for the procurement of new capacity and examine and review, in close cooperation and consultation with the Minister, any bids received under the procedures. Further this position shall be responsible for coordinating the award of contracts (power purchase agreements) according to the procedure and criteria laid out in the procurement regulations. The position will report to the legal Counsel/Board Secretary and the incumbent will be the head of the procurement unit.

KEY ACCOUNTABILITY AREAS (KPA'S)

- Managing the procurement process (job specific accountabilities)
- Financial budget and control
- Relationship management
- Self-management

QUALIFICATIONS AND EXPERIENCE

- A Bachelor's degree in renewable energy, procurement and/or business and/or legal and/or engineering or any other relevant qualification;
- A Master's degree will be a distinct advantage in any of the relevant fields;
- A minimum of 5 years' experience in procurement preferably in renewable energy;
- Established leadership credentials;
- Proven track record in procurement;
- Excellent interpersonal skills and communications skills;
- Ability to manage working relations with stakeholders;
- Ability to work under pressure and handle politically and culturally sensitive issues;
- Being a member of the Chartered Institute of Procurement and Supply (CIPS) will be an added advantage ;
- Project management experience;

COMPETENCIES AND ATTRIBUTES

- Demonstrate integrity by working honestly, openly, impartially and in accordance with the values of the Authority
- Demonstrate professionalism by working in a competent, committed and calm manner
- Plan, organize and manage work effectively and efficiently
- Communicate effectively and build trust
- Demonstrate team orientation by cooperating at various levels
- Demonstrate client/customer orientation by being responsive towards those to whom services are provided both internally and externally

- Realize continuous improvement, support innovation, share knowledge and skills and learn from others.
- Self-motivated with the ability to work with minimal supervision
- Computer literacy – MS Office suite

RESPONSIBILITIES

MANAGING THE PROCUREMENT PROCESS

- Ensure that tender procedures for the procurement of new electricity capacity are in place.
- Coordinate the examination and review of any bids received under the procedures;
- Prepare tender documents with sufficient specifications;
- Coordinate the award of contracts (power purchase agreements)
- Set the criteria for the selection of a tenderer
- Manage the day-to-day operations of the procurement unit

FINANCIAL BUDGET AND CONTROL

- Responsible for the control and implementation of the budget of the unit

RELATIONSHIP MANAGEMENT

- Developing and maintain strong relationships with internal and external stakeholders to ensure optimal performance
- Work collaboratively , negotiate and engage with key stakeholders to facilitate delivery and compliance with the procurement processes;
- Communicate with stakeholders the impact of market change and potential effects on supply;
- Keep abreast of current of any changes that may affect the supply and demand of electricity;
- Contribute to the Authority's new business initiatives and projects and review and communicate the impact on electricity procurement activities;
- Assist executive management in ensuring relationships with client businesses through maintaining an appropriate interface between the procurement unit and Independent Power Producers (IPPs)
- Participating in the Regional Energy Regulators Association (RERA) activities.

SELF MANAGEMENT

- Comply with the health, safety and environmental policies
- Proactively contribute to creating a good tem atmosphere

- Anticipates and overcomes obstacles
- Embrace personal challenge
- Confident, rounded thinking
- Takes ownership for team cohesion and development
- Is resilient, optimistic and open to change
- Has an Adult-to-Adult, collaborative approach to others

APPLICATIONS:

A written application, curriculum vitae and certificates can be addressed to the Human Resources Manager, P O Box 7137, Mbabane and emailed to recruitment@sera.org.sz on or before the 26th October 2018. No late or faxed applications will be accepted.

If you do not hear from us 30 days after closing date, consider your application not successful.