



• GATEWAY TO THE REST OF AFRICA •

THE GATEWAY AIRPORTS AUTHORITY LIMITED (GAAL) a provincially owned business enterprise responsible for managing Polokwane International Airport, invites applications from suitable qualified and experienced candidates for appointment to the following challenging position: -

**EXTERNAL ADVERT (THREE (3) MONTHS CONTRACT)
TEMPORARY POSITION**

**SCM OFFICER
TEMPORARY POSITION
REF NO: SCM :20/11/2025**

This position reports to the Supply Chain Manager

Remuneration: R 138 356, 00 Per Annum

Qualifications and experience required: • A minimum of a National Diploma (NQF Level 6) in Supply Chain Management or relevant qualification. At least a minimum of 2 years in Supply Chain unit.

Competence and/or skills required •Excellent oral and written communication skills •Excellent presentation skills •Strong commitment to professional and client service excellence •Ability to work under pressure • Knowledge of PFMA and SCM prescripts

Key responsibilities for the position are as follows

• Facilitate the acquisition of goods and services by inviting quotations from suppliers. •Advertisement of bids and opening of bids. •Evaluate and submit recommendation for adjudication of bids. •Liaise with the successful bidder in managing the relationship• Attend bid committee meetings• Draft correspondence to bidders on the outcome of the bid process. •Prepare monthly, quarterly and annual reports. •Ensure proper flow of work in the SCM section•. Manage the assets of the company. •Manage and keep record of all contracts. •Advice other sections regarding supply chain procedures. •Assist all sections in compiling the specifications and service level agreements • Conduct market analysis • Compile procurement plan in line with Budget and Annual Performance Plan.

Interested candidates must send their covering letter, comprehensive CV, certified copies of qualifications, ID document and driver's license, not older than 6 months to: The Human Resources Manager, **Gateway Airport Authority Limited**, P.O. Box 1309, **POLOKWANE** 0700, Or Hand Delivery to: Registry Office at GAAL Old Terminal Building, **Landros Mare Street/N1 North to Makhado**, Gateway Weg, Polokwane, 0699 **or E-Mailed applications to HR.Admin@gaal.co.za**. Enquiries: Ms. Faith Moropana (087) 291 1074 or 087 291 1056 Closing date: 25th November 2025 at 16h00. Failure to comply with the above requirements will lead to disqualification.

GAAL will not carry any related costs (Transport, accommodation or meals) for candidates attending interviews. Applicants should consider their application unsuccessful if no response is received within two months of the closing date. Shortlisted candidates will be subjected to suitable checks (Criminal records, credit records for security reasons) and verification of qualifications. It is applicants' responsibility to have foreign qualifications evaluated by south African Qualification Authority (SAQA) and to provide proof of such evaluation. GAAL reserves the right not to fill in the posts advertised. Canvassing of any GAAL officials and the Board will lead to disqualification.

POST IS AVAILABLE AT WWW.GAAL.CO.ZA

THE GATEWAY AIRPORTS AUTHORITY LIMITED is an equal opportunity and affirmative action employer and to this extent conducts targeted recruitment for previously disadvantaged individuals.

The Employment Equity of GAAL will apply in filling these positions. To this extend, we encourage females (Coloured, Indian and White), males (Coloured and Indian and people with disabilities to apply.