Operations Procurement & Compliance Manager

Applications are invited from suitably-qualified and experienced individuals to join our client, the Construction Industry Council (CIC) as Operations Procurement & Compliance Manager.

THE POSITION

This position is responsible for improving operational systems, processes and policies in support of CIC's mission, supporting better management reporting, information flow and management, business process and planning.

KEY PERFORMANCE AREAS

1. **Operational systems, processes and policies** – Ensure that the Department is managed effectively and efficient | Ensure that strategic objectives are implemented | Improve the operational systems, processes and policies in support of the organization's mission | Working with the management team, contributing to the development and implementation of organizational strategies, policies and practices | Responsible for ensuring that effective methods are put into place so that the company operates to its maximum productivity | Conduct gap analysis; identify critical control points and preventive measures | Understanding current and proposed legislation; enforcing regulations | Conduct periodic internal reviews or audits to ensure that compliance procedures are followed | Disseminate written policies and procedures related to compliance activities | Conduct or direct the internal investigation of compliance issues.
2. **Budgeting** – Direct annual budgeting and planning process for the organization's annual budget | Oversee monthly and quarterly assessments and forecasts of Department's financial performance against budget, financial and operational goals.
3. **Strategy Formulation** – Develop monitoring and evaluation strategy and associated tools, compliance organizational strategies | Establish compliance operational strategies, compliance financial strategies.
4. **Coordination** – Increase the effectiveness and efficiency of Support Services | Drive initiatives in the management team and organizationally that contribute to long-term operational excellence | Maintain and improve program and service quality | Enhance compliance and organization reputation.

5. **Reporting** - Prepare quality documentation and reports by collecting, analyzing and summarizing information and trends and report to the CEO | Act as Secretary to the Board Committee on Operations and Monitoring.
6. **Others** - Represent the organization through stakeholder engagement meeting | Provide leadership to the Operations departmental team for effective execution of deliverables.

QUALIFICATIONS AND EXPERIENCE

- Degree in any related Built Environment Profession, preferably **Civil engineering**, **Quantity Surveying**, **Project Management**, **Architect** or equivalent
- Minimum 10 years work experience in the construction industry of which 5 years must have been at a senior management position.

SKILLS, ABILITIES AND BEHAVIORAL COMPETENCIES

- Language Skills
- Reasoning Ability
- Teamwork
- Analytical Ability
- Proven experience in engaging with executive leadership, Board and Committees
- Demonstrate strict adherence to confidentiality and ethical standards

APPLICATION PROCEDURE

- Applications directed to Recruitment Consultant, KQ Consulting (Pty) Ltd
- Emailed to: recruitment@kq.co.sz
- **Closing Date: 9th February 2026**
- Appointment subject to verification, assessments and reference checks
- Correspondence limited to short-listed applicants only