

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representativity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

## **RESEARCH DIVISION**

### **PROCUREMENT OFFICER (12 MONTHS FIXED-TERM CONTRACT) (PEROMNES GRADE 9) RESEARCH FINANCIAL SERVICES WESTVILLE CAMPUS**

**REF NO: RO 04/2024**

The procurement officer is responsible for the procurement of all goods and services pertaining to the division including some functions on the tender process. Ensuring compliance with University Financial regulations, procurement policy and donor conditions.

*Responsibilities include:*

- Procurement of goods and services in line with procurement policy.
- Create and update purchase orders and expediting.
- Create and maintain awareness regarding procurement policies and procedures.

The incumbent will report to the Financial Manager: Research Financial Services.

#### **Minimum Requirements:**

- Three-year (3) Diploma in procurement.
- Three years (3) experience in procurement/buying.
- Knowledge and experience of laws and regulations in supply chain management including tender management.

The total remuneration offered (including benefits) = R 18 738 per month. The closing date for receipt of applications is 11 April 2024.

**To apply please click on the link <https://ukzn.ci.hr/applicant/index.php> OR visit the career portal on <https://ukzn.ac.za/>**

*Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.*