

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.

RESEARCH DIVISION

**PROCUREMENT OFFICER
RESEARCH OFFICE
(PEROMNES GRADE 9)
WESTVILLE**

REF NO.: RO07/2016

The incumbent is responsible for the procurement of all materials, equipment and services pertaining to university research projects and research office, including tenders in accordance with finance regulations, procurement policy and specific donor conditions.

Key responsibilities include, amongst other duties: - procurement administration and functional routine activities, managing and controlling the invitation for bids, tenders, proposals, creating and updating creditors' database, and purchase orders.

Minimum Requirements:

- Three (3) year relevant Diploma;
- Three (3) years' procurement or buying experience in a procurement profession OR supply chain professional environment;
- Relevant knowledge of: -
 - tender management,
 - strategic sourcing and/or benchmarking,
 - supplier management; and
 - supplier negotiations.

The total remuneration package offered includes benefits. Appointment is on Conditions of Service 2012.

The closing date for receipt of applications is 30 June 2016.

Applicants are required to complete the official application form ("application form – < >") which is available on the Vacancies website at www.ukzn.ac.za.

Completed forms may be sent to recruitment-jm@ukzn.ac.za. Advert Reference Number MUST be clearly stated in the subject line.

Applicants who do not hear from us within 6 weeks of the closing date, should consider their application unsuccessful.