**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representativeness within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.**

**FIXED TERM CONTRACT – 12 MONTHS**

**FINANCE DIVISION**

**PROCUREMENT AND SUPPLIER DATABASE ADMINISTRATOR**

**(PEROMNES GRADE 12)**

**FINANCE AND PROCUREMENT DEPARTMENT**

**WESTVILLE CAMPUS**

**REF NO: F 02/2019**

The incumbent is responsible for, cleaning the current UKZN Supplier database, update current BBBEE reports and assist with general procurement administration.

**Minimum requirements**:

* Relevant 3-year Diploma / Degree in Purchasing or Supply Chain
* **Two(2) years’ relevant experience in procurement OR supply chain**

**Knowledge**:

Supplier management

Database management experience

Procurement administration

**The closing date for receipt of applications is 28 June 2019**

**The monthly remuneration for this fixed term post is R9 161.00**

**Applicants are required to complete the relevant application form – ‘application-support’ - that is available on the Vacancies website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**. Completed forms must be sent to** [**mpembes@ukzn.ac.za**](mailto:Recruitment-nm@ukzn.ac.za)**.**

**Advert Reference Number MUST be clearly stated in the subject line.**