**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 – 6 MONTHS**

**FINANCE DIVISION**

**SENIOR PROCUREMENT OFFICER**

**(PEROMNES GRADE 8)**

 **WESTVILLE CAMPUS**

**REF NO: F 01/2019**

The incumbent is responsible for implementing approved procurement strategies. This involves performance of the procurement function including, but not limited to purchase of all materials, equipment and services pertaining to the Professional Services sector. To facilitate tender processes within Professional Services and University-wide. Ensure and monitor University-wide BBBEE spend compliance. The total expenditure is estimated to be in excess of R3-billion p.a. including new projects and research.

**Minimum requirements**:

* Relevant 3-year Diploma / Degree in Purchasing or Supply Chain
* **Five years’ relevant experience in procurement OR supply chain**
* Proficiency in Microsoft Office including Word, Excel, PowerPoint as well as email
* Experience in public relations work, specifically organisational skills to plan and organise functions and events.

**Knowledge**:

## Tender management

Preferential procurement or BBBEE compliance

Strategic sourcing

Supplier management

Negotiation

Contracts management

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

**The monthly remuneration for this fixed term post is R21 708.00.**

**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.**

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