

**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.**

**PROCUREMENT OFFICER  
PEROMNES GRADE LEVEL 9  
FINANCE AND PROCUREMENT  
FINANCE DIVISION  
WESTVILLE CAMPUS  
REF NO: F07/2022**

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 mini tender processes within Professional Services and University-wide. Ensure and monitor University-wide BBBEE spend compliance.

**Minimum requirements:**

- Relevant 3-year Diploma / Degree in Purchasing or Supply Chain
- **3 -5 Five years' relevant experience in procurement OR supply chain management.**
- Proficiency in Microsoft Office including Word, Excel, PowerPoint as well as email.

**Knowledge**

- Request for Quotation,
- Mini tender process
- Preferential Procurement or BBBEE compliance,
- Strategic sourcing,
- Supplier management,
- Negotiation and Contracts management

The job profile is available from Ms. Cynthia Mbuli HR Consultant, Tel: (031) 260-3378 or e-mail: Mbulic@ukzn.ac.za. The closing date for receipt of applications is Thursday **30 June 2022**.

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

**Please state the advert reference number and your surname in the subject line.**

*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.*