**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**

**FINANCE DIVISION**

**SENIOR PROCUREMENT OFFICER (1 POST)**

**FINANCE AND PROCUREMENT**

**(PEROMNES GRADE 8)**

**UNIVERSITY WIDE (BASED AT WESTVILLE CAMPUS)**

**REF NO.: F03-2023**

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 and or/ Postgraduate Qualification in Supply Chain.
* Three-and-a-half (3.5) years’ relevant experience in procurement OR supply chain.
* Knowledge of Tender management, Preferential procurement or BBBEE compliance, Strategic sourcing, Supplier management, Negotiation, Contracts management.
* Working knowledge of the Integrated Tertiary Software (ITS).

**Appointment to this position will be on the January 2018 Conditions of Service. The total remuneration package offered includes benefits.**

The closing date for receipt of applications is 13 June 2023. To apply please click on the link:- <https://ukzn.ci.hr/applicant/index.php>

*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 endeavor 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.*