

The University of KwaZulu-Natal is (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from the designated groups in accordance with our Employment Equity plan

**COLLEGE OF HEALTH SCIENCES**

**PROCUREMENT OFFICER  
GRADE 10  
(6-MONTH FIXED TERM)**

**HIV PATHOGENESIS PROGRAMME (HPP)  
SCHOOL OF LABORATORY MEDICINE AND MEDICAL SCIENCES  
NELSON R MANDELA SCHOOL OF MEDICINE**

**Ref: HPP/ProcOfficer/Mar2021**

The HIV Pathogenesis Programme (HPP) is a multidisciplinary HIV pathogenesis research programme based at the University of KwaZulu-Natal's Nelson Mandela School of Medicine in Durban. The HPP has been involved in studies of HIV-1 immunopathogenesis for over 15 years.

The HPP needs to fill a temporary **Procurement Officer** position **urgently**. The incumbent will be required to be highly motivated, organized, meticulous, and hard-working, and be able to work independently. The incumbents will report to the Finance Manager.

**MINIMUM REQUIREMENTS:**

- Matric
- 1-year relevant qualification
- Three year's relevant experience
- Practical experience working with UKZN iEnabler, and other UKZN systems
- Computer literacy with excellent knowledge of Microsoft Office
- Financial experience
- Stock management experience

**RESPONSIBILITIES:**

- Procurement/orders, and follow up of orders
- Stock management
- General administrative duties

Enquiries regarding this post and requests for the job profile may be directed to Mrs Tarryn Tomlinson (Grants & Administration Manager), at e-mail address: [leslie@ukzn.ac.za](mailto:leslie@ukzn.ac.za).

The closing date for receipt of applications is **Monday, 22 March 2021**. The University, however, reserves the right in special circumstances to accept late applications or to extend the above date in order to facilitate further searches. The selection process will commence in March 2021 and will continue until suitable candidates are appointed or a decision is taken not to fill the posts.

Applicants are required to complete the relevant application form which is available on the UKZN vacancies webpage. Completed forms (preferably typed) must be emailed to Mrs. Tarryn Tomlinson at [leslie@ukzn.ac.za](mailto:leslie@ukzn.ac.za) **CVs will NOT be accepted or considered**. Please quote the advert reference number in your subject line.