

## **ADVERTISEMENT**

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution.**

### **JUNIOR PROCUREMENT OFFICER**

#### **FINANCE DIVISION**

#### **(PEROMNES GRADE 10)**

**REF NO.: F02/2017**

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 assist with procurement administration in its entirety as well general office administration for the central procurement office.

#### **Minimum Requirements:**

- Relevant 3-year Diploma / Degree in Purchasing or Supply Chain
- 2 year's' relevant experience in procurement OR supply chain
- Buying or Purchasing experience
- Tender Administration
- Preferential procurement or BBBEE compliance
- Procurement Admin duties
- Supplier management
- Negotiations
- Contracts management

#### **Advantages**

- Problem solving
- Influencing and negotiating
- Leading change
- Planning and organising

**Appointment to this post will be on January 2012 Conditions of Service.**

**The closing date for receipt of applications is 17 May 2017.**

**Candidates who applied previously need not re-apply, their applications will be considered**

Applicants are required to complete the relevant application form which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za). Completed forms may be sent to [Recruitment-nn@ukzn.ac.za](mailto:Recruitment-nn@ukzn.ac.za)  
Advert Reference Number **MUST** be clearly stated in the subject line.