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

**FIXED TERM CONTRACT: 12 MONTHS**

**FINANCE DIVISION**

**SENIOR PROCUREMENT OFFICER**

**FINANCE & PROCUREMENT**

**WESTVILLE CAMPUS**

**REF NO. FO03/2018**

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 (5) years’ relevant experience in procurement OR supply chain
* Knowledge of Tender management; Preferential procurement or BBBEE compliance; Strategic sourcing; Supplier management; Contracts management and Negotiation;

**The closing date for receipt of applications is 6 December 2018. Total package = R21708 per month.**

**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 must be sent to** [**mpembes @ukzn.ac.za**](mailto:Recruitment-aes@ukzn.ac.za)

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