**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: 6 MONTHS**

**FINANCE DIVISION**

**DATABASE ADMINSTRATOR**

**FINANCE & PROCUREMENT**

**WESTVILLE CAMPUS**

**REF NO. FO04/2018**

The incumbent will be responsible for capturing new supplier details and for effecting necessary amendments and updates to current creditor database for the new Creditors’ Master file.Liaising with Department of Trade and Industry to verify company details.Verifying information received from supplier in respect of VAT registration and tax clearance certificates from the Receiver of Revenue.Generate and forward reports, together with creditors’ details, to Manager for verification.Searching for the supplier details through CSD. Sending out the database forms**.** Following up on outstanding forms**.** Maintaining a filing system for the database forms and supporting documents

**Minimum Requirements**:

* Relevant 3-year Diploma / Degree in Purchasing or Supply Chain;
* 1- 2 years’ relevant experience in procurement OR supply chain;
* Knowledge of vendor administration.

**The closing date for receipt of applications is 6 December 2018. Total package = R 8318 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**

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