

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.

RESEARCH DIVISION

**PROCUREMENT OFFICER
(PEROMNES GRADE 9)
RESEARCH FINANCIAL SERVICES
WESTVILLE CAMPUS**

REF NO: RO 19/2019

The procurement officer is responsible for the procurement of all goods and services pertaining to the division including some functions on the tender process. Ensuring the compliance with University Financial regulations, procurement policy and donor conditions.

Responsibilities include:

- Procurement of goods and services inline with procurement policy.
- Create and update purchase order and expediting.
- Create and maintain the awareness regarding procurement policies and procedures.

The incumbent will report to the Financial Manager: Research Financial Services.

Minimum Requirements:

- Three year (3) Diploma in procurement.
- Three years (3) experience in procurement/buying.
- Knowledge and experience of laws and regulation is supply chain management including tender management.

Short-listed candidates may be required to undertake a skills test.

Enquiries and details regarding this post, including requests for a job profile, may be directed to Nolubabalo Nobongoza, 031 260 2373 or e-mail: nobongozan@ukzn.ac.za

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 18 November 2019. Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms must be sent to Recruitment-nm@ukzn.ac.za

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

