**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: 1 YEAR**

**RESEARCH DIVISION**

**PROCUREMENT OFFICER**

**(PEROMNES GRADE 10)**

**RESEARCH FINANCIAL SERVICES**

**WESTVILLE CAMPUS**

**REF NO. 209/2017**

The incumbent is responsible for the procurement of goods and services for the Research Division, including tender processes, and in accordance with University financial regulations, procurement policy and donor conditions.

*Responsibilities include:*

* *Processing procurement requisitions in compliance with relevant policy and procedures, and creating orders.*
* *Managing and facilitating bids or tender process documentation.*

**Minimum Requirements**:

* Relevant three (3) year Diploma in procurement.
* Three (3) years’ experience in procurement.

**Preferential Requirements**:

* Higher education institutional experience.
* Good understanding of the current University computer application software.

**Short-listed candidates may be required to undertake a skills test. The total remuneration package offered includes benefits. The closing date for receipt of applications is 21st October 2017.**

**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** [**ntulim4@ukzn.ac.za**](mailto:ntulim4@ukzn.ac.za)

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