



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Let the future be known

VACANCY ADVERTISEMENT

uMfolozi Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following position:

APPLICATIONS : All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be sent as one PDF file, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified.

CLOSING DATE : 10 March 2023 at 16:00

NOTE : A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability). The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

POST : **SENIOR PROVISIONING OFFICER: SUPPLY CHAIN MANAGEMENT AND ASSETS MANAGEMENT (PERMANENT)**

REF NO : UMF/67/02/2023 Email: Applications@umfolozi.edu.za

SALARY : R331 188.00 (SL 8) per annum plus benefits as applicable in the Public Sector

CENTRE : UMfolozi TVET College, Central Office

REQUIREMENTS : Matric Certificate, A recognized National Diploma or degree in Supply Chain Management /Bcom Accounting. 3-5 years' experience in Supply Chain Management and Asset Management environment. Knowledge of asset management procedure and understanding of SCM Framework. Knowledge of Treasury regulations and CET Act. Planning and organising skills, Good Communication (Verbal and written). Computer literacy, valid driver's licence, Good report writing skills and Team work. Knowledge of SAGE program will be added **advantage**.

DUTIES : Be in full understanding of SCM Framework and Treasury Regulations. Ensure overall supervision and administration function for the College Bid process. Ensure acquisition, demand, logistics Management adhere to SCM Policy of the College at all times. Adhere to turn around time, must be managed from this office, taken into effect Logistics Management. Responsible to develop monthly report to Assistant Director Supply Chain Management. Responsible for developing and managing contract register. Ensure procurement plan for the College is developed and adhered to. Be in attendance for all finance Sub Committee of Council. Ensure month end procedures are done adequately. Ensure overall supervision and administration of the procurement of goods and services through effective, efficient and transparent acquisition management services. Attend to matters of dispute. Ensure well operations between finance and SCM unit. Supervise human, physical and financial resources. Control and ensure all documents ready for payments are submitted to Finance. Be responsible for and attend to external and internal audit for the College, in relation to SCM matters. Assist in developing SLA (Service Level Agreement) and MoU (Memorandum of Agreement). Ensure level of confidentiality is of

paramount. Be part of the budgeting team for development of College budget. Ensure completeness of deviation report for the College.

ENQUIRIES : Ms NA Sibiya Tel No: 035-902 9501



BM Jacobs
uMfolozi TVET College: Principal
Date: