

VACANCY ADVERTISEMENT

Let the future be known

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 : **26 May 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 : **PROVISIONING OFFICER: SUPPLY CHAIN MANAGEMENT X2**

(College Appointment 12 Months Contract)

REF NO : **UMF/68/02/2023** Email: Applications@umfolozi.edu.za

SALARY : **R269 214.00 (SL 7) per annum plus benefits as applicable in the Public Sector**

CENTRE : **Central Office**

REQUIREMENTS : Matric Certificate, A recognized National Diploma or degree in Supply Chain Management /B Com Accounting. 1-2 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) Knowledge of SAGE program will be added advantage and Computer literacy, valid driver's licence. Good report writing skills and Team work.

DUTIES : Perform binding administration function for the College Bid Committee; Serve as a secretariat to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval), Assist in the compilation of documents and submit specification to the Bid Committee and finance Department for budget purposes. Prepare tender adverts, Receive and open bid documents. Receive submissions of expression of interest. Arrange and coordinate tender briefing session and prepare attendance registers. Compile a database of approved suppliers, Source quotations from database according to the threshold values determined by National Treasury.

Perform procurement of goods and services function through effective and efficient demand management services. Source quotations from accredited suppliers through College database. Provide review on quotations, specifications and all documents supplied by the supplier in order to comply with the prescribed requirements. Arrange and coordinate briefing sessions where necessary. Implement procurement policies in line with relevant prescripts and legislations. Generate purchase orders, for approval and submission purchase orders to the relevant parties. Provide assistance in the receipt of goods and services through the MIS and submission to Finance department. Assist in the provision of an effective Contract Management service to the College. Process renewals, amendments and termination of contracts promptly. Process the disposal of assets in the College. Notify end-users and service providers of contract's expiry dates. Implement a document management system to safeguard contract. Provide assistance in evaluating the performance of contractor's /service providers against stipulations in the contract or SLAs. Maintain proper relationship with the code of ethics to ensure delivery of goods/services. Provide logistical and disposal services. Coordinate and review the processing of requisitions for goods and services. Coordinate and review the process of requisitions for goods and services, Receive and process requisitions, Coordinate the placement of orders for goods and services. Order and acquire goods if not a store item or the item is not stock. Coordinate the safekeeping and distribution of goods, Capture goods on relevant registers. Return damaged incorrect and substandard goods. Issue goods as required and prepare payment documents. Coordinate the disposal of stock by preparing the identified stock for disposal and disposing according to approved method. Serve as a secretariat to the Disposal Committee.

Enquiries : **Ms NA Sibiyi-035 902 9501**