



VACANCY ADVERTISEMENT: EXTERNAL

Thekwini TVET College invites suitably qualified and experienced individuals to apply for the following contract post based in Durban.

1. Administration Clerk Procurement (Skills & Projects) X1

Contract: 12 Months

Central Office Ref: CO 01/05/2021

Notch: R173 703 PA (SL5)

Requirements: • Matric or equivalent • Supply Chain Management or Public Management tertiary qualification (REQV 13) • Good computer skills (incl. MS Word, MS Excel) • Good communication and interpersonal skills • Deadline driven • Work well under pressure • Pleasant and trustworthy.

Recommendations: • One (1) year relevant experience in related field • Valid Drivers' Licence

Key Result Areas: • Receive requisitions and request for quotations • Review requisitions for purchasing for the Skills unit and Infrastructure projects, ensure correct advertisement and specification. • Accept quotations and prepare comparative schedules for approval • Perform secretariat functions at evaluation meetings • Facilitate the ordering, delivering/service rendering for the relevant unit. • Process invoices for payment • Prepare funding reconciliations. • Administration related function for Skills and Project Unit

CLOSING DATE: FRIDAY 04 JUNE 2021

TO BE INCLUDED IN THE APPLICATION:

- Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at www.gov.za/document), which must be completed in full, signed and dated by the applicant. **NB: All parts of the Z83 form must be filled in full, including sections where the form states that "please ignore if you have attached a CV with these details"**. • Applications must be accompanied by a covering letter clearly indicating experience in the post applying for, a detailed Curriculum Vitae and Certified Copies of Qualifications and Academic Record indicating subjects studied, Identity Document, and Drivers Licence (where applicable) as well as the questionnaire as directed on the application process. **NB: All document certification dates must be within six months of the application closing date.** • A certified copy of the SAQA certificate of verification of qualifications must be attached for all foreign qualifications.

IMPORTANT: •The employment decision shall be informed by the Employment Equity Plan of the College •The College reserves the right not to make an appointment in these positions •Correspondence will be limited to short-listed candidates only •All successful candidates will be subjected to qualifications verification before appointment •Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

APPLICATION SUBMISSION:

Please apply through www.pnet.co.za

We do not accept hand delivered, emailed and/or posted applications, all applications must be done on the Pnet website and upload all documents required per advert.

Enquiries:

Ms Vuyiswa Madonda 031 250 8408

NB: All applications to include ALL required documentation as listed above. Incomplete applications **WILL NOT** be considered.