



VACANCY ADVERTISEMENT: EXTERNAL

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

**1. ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT POST X1
THREE MONTHS CONTRACT
CENTRAL OFFICE
REF: SCM 01/03/2022
Notch: R382 245 PA (SL9)**

- **Requirements:** •Matric certificate or equivalent •Recognised and relevant tertiary qualification (REQV13) in Purchasing or Logistics Management qualification/Public Administration/Financial/Logistic Management or equivalent qualification •Three to Five (3-5) year Demand and Acquisition/Logistics Management experience of which two (2) should be on supervisory level •Knowledge and understanding of Public Finance Management Act (PFMA), Supply Chain Management (SCM) to guide Accounting Offices and related legislation •Knowledge of the Preferential Procurement Policy Framework Act (PPPF), •Treasury Regulations •Supply Chain Framework Act and Broad-Based Black Empowerment Act (BEE) •Knowledge and understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, and disposal and supplier relationship management •Good computer skills (including Word, PowerPoint and Outlook) with excellent Excel skills •Good knowledge of one or more accounting software packages •Leadership and management skills; Good communication and interpersonal skills •Good administration skills •Valid and unendorsed Code EB Drivers Licence •Experience in the Public Sector will be an advantage
- **Key Result areas:** •Coordinate (synergies), review, research, analyses and plan the procurement needs of the department •Coordinate review, collect and collate information for the annual procurement plan •Supervise and compile tender/quotation specifications as required •Develop, implement and maintain the supplier database •Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration •Coordinate and review the processing of requisitions for goods and services •Coordinate the safekeeping and distribution of goods •Coordinate the control of stock •Coordinate the disposal of stock inventory •Control and safe guarding of all supply chain documentation.

CLOSING DATE: CLOSING DATE: WEDNESDAY 06 APRIL 2022

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, originally signed and dated by the applicant
- Applications must be accompanied by a detailed Curriculum Vitae
- Copies of Qualifications and **Academic Record indicating subjects passed**, SA Identity Document, and Drivers Licence (where applicable)
- A copy of the SAQA certificate of verification of qualifications must be attached for all foreign qualifications.

IMPORTANT:

- Thekwini College is an equal opportunity employer
- 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.