



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Ehlanzeni TVET College

Ehlanzeni TVET College invites all suitable qualified candidates to apply for the following vacant posts:

**SENIOR SUPPLY CHAIN OFFICER (DISPOSAL
MANAGEMENT)**
SALARY LEVEL: SL7
SALARY: R242475-R285630 PER ANNUM
CENTRAL OFFICE
REF NO: EHL 21/2019

JOB PURPOSE

To coordinate, control and apply logistics and disposal management practices and procedures.

KEY PERFORMANCE AREAS

Disposal Management: Develop and implement an appropriate disposal plan in accordance with departmental policies and procedures and compliant with applicable legislative requirements. Identify redundant, obsolete and unserviceable materials/goods. Administer and control specific accounting procedures associated with disposal management. Administer the disposal of obsolete items/ goods and maintain a database thereof. Executes demand analysis applications with respect to establishing the requirements against available resources. Coordinate applications associated with contractual agreements and disposal process. Maintains an excellent cooperative relationships with service providers/vendors and contractors.

Risk Management: Ensure the completeness of SCM risk register. Ensure implementation on risk response plan.

Reporting: Report timely to relevant stakeholders in compliance with departmental policies and procedures and applicable legislative requirements.

REQUIREMENTS

- An appropriate three year Supply Chain/Logistics/Purchasing Management (Degree/Diploma) or equivalent qualification.
- Three years relevant experience

- Understanding and knowledge of SCM Regulations, practice notes, circulars and policy frameworks
- Understanding and knowledge of PFMA.
- Understanding and knowledge of disposal of material/goods
- Understanding and knowledge of GRAP
- A valid Code B driver's license.

PLEASE NOTE THE FOLLOWING:

Relevant Employment Acts will be considered when filling this position. Application should be submitted on form Z83 obtainable from any Public Services Departments, stating the relevant reference number, a recent updated CV, as well as certified copies of all qualifications including academic record, ID document and driver's license. Failure to submit the requested documents will result in your application not being considered. No faxed applications will be considered. The College reserves the right to withdraw the post at any time. Communication will only be entered into with short-listed and the successful candidates. If you have not heard from us within 3 months after the closing date, please accept that your application has been unsuccessful. The employer is an equal opportunity affirmative action employer. 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) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. 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.

ENQUIRIES: Ms. Patricia Duma (013) 752 7105. Kindly forward all applications to: The Principal, Ehlanzeni TVET College, Private Bag X11297, Nelspruit, 1200 or hand - deliver to the Corporate Centre at 29 Bell Street, Nelspruit, 1200.

CLOSING DATE: 23 April 2019