



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:

SUPPLY CHAIN CLERK X2
SALARY LEVEL: R163563- R192666 (SL5)
CENTRAL OFFICE
REF NO: EHL 44/2019

JOB PURPOSE

To render supply chain management (SCM) clerical services.

KEY PERFORMANCE AREAS

Render asset management clerical support: Compile and maintain records (e.g. asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register

Render demand and acquisition clerical support: Update and maintain supplier (Including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive quotations. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required.

Render logistical services. Place orders: Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers

REQUIREMENTS

- Recognized and appropriate three year diploma or equivalent qualification in Supply Chain Management
- Basic knowledge and understanding of supply chain duties, practices as well as the ability to capture data
- Knowledge of assets disposal procedure
- Knowledge and understating of legislative framework governing the Public Services
- Knowledge of procedures in terms of the working environment
- Knowledge of assets management

- Knowledge of LOGIS
- Knowledge of Supply Chain Policies
- Knowledge of Department of Higher Education mandate
- Attention to detail
- Problem solving skills
- Negotiation skills
- Communication skills

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 at 16:00