



**UNIVERSITY OF  
ZULULAND**

**The University of Zululand subscribes to the principles embedded in the Employment Equity Act**

**SUPPLY CHAIN MANAGEMENT**

**ASSISTANT CONTRACTS AND DEMAND OFFICER**

**REFERENCE NUMBER: 2021/12/MD10**

**GRADE 8**

This position is responsible for the management of contracts and tenders to ensure effective and efficient procurement of goods and services, in accordance with the approved delegations, directives and Supply Chain Management policy.

**KEY ACTIVITIES**

- Contracts Department Management
- Annual Consolidated Procurement Plan Compilation and Budget Maintenance
- Contract Administration and Management
- Demand Management Process
- Travel and Accommodation Management
- Cellular Phones and Related Devices Accounts Management
- Staff Management

**MINIMUM REQUIREMENTS**

- Minimum National Diploma or Bachelor's Degree in Supply Chain Management or Procurement or Logistics or Built Environment related fields.
- 5 years relevant experience.
- 2 Years Supervisory Experience.
- Postgraduate qualification and management experience in SCM environment would be an added advantage.
- Driving licence.

## **OTHER REQUIREMENTS**

### **Knowledge**

- Expertise in Public sector procurement processes
- Contracts management
- Tender management
- Three Bid Committee expertise
- Commercial Law expertise
- PFMA guidelines
- MFMA guidelines
- National Treasury regulations
- ITS or SAP systems

### **Skills**

- Communication (written and verbal)
- Financial skills
- Interpersonal skills
- Planning and organising
- Contracts Negotiations
- Contract management
- Problem Solving

### **Behaviour / Attributes**

- Networking and relationship building
- Professionalism
- Attention to detail

**CLOSING DATE: 31 December 2021**

To apply please log on to PNET ([www.pnet.co.za](http://www.pnet.co.za)) and submit your application. **The University will not accept any applications directly or through any other means.**

**Candidates who do not meet the minimum requirements, as specified above, will not be considered and should not apply.**

The University reserves the right not to make an appointment. Communication will be entered into with the shortlisted candidates only.

By applying for this position, you hereby give consent to the University of Zululand, that your personal information like your name and surname, Identity number, banking details, address, resume' etc., may be used, distributed, handled or processed and/or stored for purposes of the Recruitment and Selection process of the University.

Please note in terms of the University's recruitment policy preference will be given to South African citizens. UNIZULU is committed to employment equity and equal opportunity.