



**UNIVERSITY OF  
ZULULAND**

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

**SUPPLY CHAIN MANAGEMENT**

**CONTRACTS ADMINISTRATOR (2 POSITIONS)**

**REFERENCE NUMBER: 2023/11/NP37 AND 2023/11/MP62**

**GRADE 10**

This position is responsible for the administration of contracts and for supporting the Contracts Manager in the implementation of the contract office duties including the maintaining of the contracts register as well as a tender register and executing of tender processes as well as implementation of procurement contracts.

**KEY ACTIVITIES**

- Contract Administration
- Procurement Administration
- Tender Administration

**MINIMUM REQUIREMENTS**

- Minimum National Diploma in Supply Chain Management or Accounting.
- Minimum 2 years' experience in Procurement Administration.

**PREFERENCES**

- A Bachelor's degree or CIPS membership would be advantageous.
- Experience in the Higher Education sector would be an added advantage.

**OTHER REQUIREMENTS**

**Knowledge**

- ITS
- Microsoft Office

**Skills**

- Communication
- Planning and organising
- Interpersonal
- Time management
- Professional writing skills
- Telephone skills

**Behaviour / Attributes**

- Professional
- Attention to detail

**CLOSING DATE: 30 November 2023**

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.**

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. The University reserves the right not to make an appointment.

Kindly Note: Communication will be entered into with shortlisted candidates only.