



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

## **SUPPLY CHAIN MANAGEMENT DEPARTMENT**

### **PROCUREMENT MANAGER**

**REFERENCE NUMBER: 2026/03/MP04**

**GRADE 7**

The position is responsible for managing the purchasing of consumable goods and services within the approved policy in order to meet user departments' needs and ensure an uninterrupted supply of goods.

#### **KEY ACTIVITIES**

- Section Management
- Budget Maintenance
- Supplier Management
- Procurement Co-ordination and Quotation Process Management
- Procurement of Goods and Services

#### **MINIMUM REQUIREMENTS**

- Bachelor's Degree in Supply Chain Management, Accounting, or a related field.
- Minimum 5 years of experience in a procurement environment, including proven leadership experience.

#### **PREFERENCES**

- Experience in a higher education environment will be an added advantage.

## OTHER REQUIREMENTS

### Knowledge

- General procurement principles
- National Treasury regulations
- Procurement systems

### Skills

- Communication (written and verbal)
- Financial skills
- Interpersonal skills
- Planning and organisation
- Negotiation
- Procurement management
- Problem Solving

### Behaviour / Attributes

- Professionalism
- Attention to detail
- Networking and relationship building

**CLOSING DATE: 17 March 2025**

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.**

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

No hand-delivered or postal applications will be accepted. The University reserves the right not to make an appointment.

By applying for this vacancy, you accept the recruitment and selection process of UNIZULU. 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 that in terms of the University's recruitment policy, preference will be given to South African citizens, particularly females and people with disabilities, in terms of the University's employment equity policy. UNIZULU is committed to employment equity and equal opportunity.