

RECRUITMENT ADVERTISEMENT

POST TITLE	Procurement and Administration Officer <i>Bloemfontein</i>		
REFERENCE NUMBER	P750101	CLOSING DATE FOR APPLICATIONS	8 April 2022
POST LEVEL	P10	NATURE OF APPOINTMENT	Fixed-Term 5-Year Support Services Contract
MINIMUM SALARY SCALE (TOTAL COST TO COMPANY)	R 428 075 per annum		
MINIMUM QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> National Diploma in Logistics/Supply Chain management/Accounting At least 1-year related experience 		
DESIRED QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> Degree with specialisation in Procurement/Supply Chain management 3 Years' experience in Procurement/Finance. Registration with relevant Professional body for Supply chain practitioners would be advantageous 		
JOB RELATED ENQUIRIES	Natalie van Wyk ✉ natalievanwyk@cut.ac.za		
APPLICATION PROCESS & BENEFITS	Recruitment Office ✉ jobs@cut.ac.za		
MAIN TASKS			
1. Procurement of goods and services	2. Travel and Logistical support		
3. Management of Fixed Assets	4. Tender Administration		
5. Supplier Database Management	6. Provide Logistical Support		
IMPORTANT INFORMATION REGARDING YOUR APPLICATION <i>(Kindly ensure that you read and comply before submitting your application)</i>			
<ul style="list-style-type: none"> A CUT application form (completed on SimplifyHR); A comprehensive Curriculum Vitae; A certified copy of a South African identity document or a passport; A complete set of certified copies of qualifications (only certified copies of documents are required. Please do NOT submit any original documents); and A certified copy of the SAQA accreditation of any qualifications obtained at education institutions outside South Africa. <p>Also note:</p> <ul style="list-style-type: none"> The certification of copies included in the application should be within three (3) months of the submission of the application. Failure to submit a complete application may result in the disqualification of the application from the selection process. 			
GENERAL REMARKS			
<ul style="list-style-type: none"> Candidates will be recruited and appointed in accordance with the Employment Equity and Affirmative Action Programmes of the CUTis. CUTis reserves the right to conduct/employ a third party to conduct a background investigation in respect of all short-listed candidates. Correspondence will be limited to short listed candidates only. If you haven't received feedback in eight weeks, consider your application not shortlisted. CUTis reserves the right not to make an appointment in the advertised post and/or to appoint other suitable persons recruited by means other than this advertisement. Appointment, either on a permanent or contract basis, will be negotiated with the successful candidate. <p style="text-align: center;">To find out more or to apply, visit www.cut.ac.za/careers or https://cut.simplify.hr/</p>			