

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

## **FINANCE DIVISION**

### **RE-ADVERTISEMENT**

**This is a re-advertisement for the post of Procurement Officer, due to changes in the job profile.**

**PROCUREMENT OFFICER  
(PEROMNES GRADE 8)  
PROCUREMENT DIVISION  
WESTVILLE CAMPUS**

**REF NO: ukzn\_000625**

The procurement officer is responsible for the procurement of all goods and services pertaining to the division including some functions on the tender process. Ensuring compliance with University Financial regulations, procurement policy and donor conditions.

#### **Main Responsibilities include:**

- Procurement of goods and services in line with procurement policy.
- Create and update purchase orders and expediting.
- Create and maintain the awareness regarding procurement policies and procedures.

The incumbent will report to the Manager: Procurement.

#### **Minimum Requirements:**

- A 3 year or 4 year degree in Purchasing, Procurement or Supply Chain Management.
- At least 3 years of experience as a procurement officer or buyer.
- Knowledge and experience of South African laws and regulations in supply chain management including tender management in the public sector.
- Proven Appropriate Computer Skills.
- Knowledge of ITS system will be an added advantage

**Enquiries and requests for a job profile:** These may be directed in writing to Mrs. Cynthia Mbuli on [Mbulic@ukzn.ac.za](mailto:Mbulic@ukzn.ac.za). This email address is for enquiries only and should not be used to submit applications.

#### **To submit an application:**

Please click on the link Please click on the link <https://ukzn.ci.hr/applicant/index.php> or copy link to Microsoft Edge website

[or click on Career Portal website found on UKZN website home page.](#)

**The closing date for receipt of applications is Friday 25 July 2025.**

**Appointment to this position will be on the January 2018 Conditions of Service and will be on the total remuneration package which is inclusive of benefits.**

*Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paperbased formats that are used for processing of the personal information recorded through this recruitment and selection process.*