

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-advertising for the post of Senior Procurement Officer.(the job grade level and some of the minimum requirements have changed)

**SENIOR PROCUREMENT OFFICER
(PEROMNES GRADE 7)
PROCUREMENT DIVISION
WESTVILLE CAMPUS**

REF NO: ukzn_000624

The Senior Procurement Officer will facilitate procurement activities across the university, and monitor BBBEE spend compliance. This role ensures that the implementation of procurement processes adheres to university's policies and procedures and local and national regulations and reflect best practices while achieving cost efficiencies, fostering innovation, and upholding high ethical standards. The Senior Procurement Officer will collaborate with internal and external stakeholders to ensure efficient procurement operations and contribute to the university's vision, mission and goals.

Main Responsibilities include:

- Management of procurement processes and vendors
- Policy implementation and compliance monitoring
- Stakeholder collaboration and contract management
- Preferential procurement compliance monitoring and reporting

The incumbent will report to the Manager: Procurement.

Minimum Requirements:

- A Degree in Procurement/ supply chain management.
- At least 5 years of progressive procurement experience in a large procurement environment.
- Member of the Chartered Institute of Procurement and Supply (MCIPS)
- Knowledge South African Procurement laws, regulations and best practices including keeping abreast of new developments and changes.
- Experience in Management of large and complex procurement processes.
- Knowledge of Preferential procurement compliance.
- Experience in Supplier management, negotiation, and contract management.
- 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. 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.