

**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 including people with disabilities.**

**INTERNAL ADVERT:**

**This placement will be in line with the approved Guidelines applicable to all university staff who are appointed to university establishment and funded posts, and who are as a result of Project Renewal, having to be considered for placement in posts in the new university organisational structure, which are now fewer in number, or in some respects different to their original posts held in the previous organisational structure. Preference will be given to candidates who meet the minimum requirements and have the required competencies for the positions under consideration as per the applicable job profile.**

**FINANCE DIVISION**

**JUNIOR PROCUREMENT OFFICER  
(PROCUREMENT)  
(PEROMNES GRADE 9)  
WESTVILLE CAMPUS  
REF.NO.UKZN\_000777**

The incumbent is responsible for creating and updating the UKZN creditor database master file, updating current BBBEE reports, and assisting with general procurement administration.

**Main Responsibilities include:**

- Maintain and update the UKZN Creditors List, including onboarding new suppliers and processing amendments to existing supplier records.
- Verify and capture supplier documentation to ensure compliance with procurement policies and statutory requirements.
- Update and maintain BBBEE supplier information and ensure valid BBBEE certificates/affidavits are recorded.
- Compile and update BBBEE procurement reports to support compliance.
- Support the administration and management of supplier panels, including maintaining panel records and monitoring panel validity periods.
- Maintain accurate procurement records and documentation in line with audit requirements.
- Provide general procurement administrative support and assist with responding to supplier and internal stakeholder queries.
- Assist with procurement reporting and other administrative tasks within the Supply Chain Management unit.

### Minimum Requirements:

- A relevant 3-year Diploma.
- At least 3 years of relevant experience
- MS Excel knowledgeable
- PowerPoint

The closing date for receipt of applications is Monday, **23 March 2026.**

To apply please click on the link <https://ukzn.ci.hr/applicant/index.php> OR visit the career portal on <https://ukzn.ac.za/>

*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 paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.*

1. Please do not send us copies of your degree and other certificates. We will request certified copies if you are short listed for interview.
2. Please read the advertisement carefully. We do not consider applicants who do not meet the minimum requirements.
3. The University is committed to Employment Equity.
4. The University reserves the right not to fill a vacancy.
5. **Should you not hear from us within six weeks of the closing date, please assume you are unsuccessful**
6. Please familiarise yourself with the University’s Section 18 Notice regarding the processing of your Personal Information.