



Corporate Office
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higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MLT-ADM-Letterhead-2014-R02

2017-09-15

Page 1 of 1

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APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING POST AT MALUTI TVET COLLEGE:

POSITION	: PROCUREMENT OFFICER (CONTRACT MANAGEMENT)
SALARY LEVEL	: 07
SALARY	: R257 508.00 P/A
REFERENCE	: MALUTI TVET/ CORP002/2020
COLLEGE COUNCIL APPOINTMENT CENTRE	: 3 YEARS CONTRACT
	: CORPORATE OFFICE

MINIMUM REQUIREMENTS

- National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4
- National Diploma/Degree in Economics/Business/Accounting
- Minimum of two years appropriate experience gained in a procurement environment
- Excellent Computer Skills (MS Excel, MS Word and MS Power Point)
- Unendorsed Valid Driver's Licence

DUTIES

- Assess organisational requests and demands in line with budgeted funds.
- Clarification of bid conditions with prospective bidders and the handling of tender preparations.
- Monitoring of the bid management process in order to ensure it is aligned with the organizational requirements.
- Assist with cost and price calculations
- Coordination of tender reviews processes and ensure that returnable documents comply with the requirements.
- Participate in the organizational bid evaluation committee.
- Ensure that all procurement related deadlines are met and where necessary adjustments must be made as per the organisational frameworks.
- Any other duty given by the relevant supervisor

Applications must be submitted on a Z83 form obtainable from any Public Service department as well as Maluti TVET Corporate Office or from DHET Official website: www.dhet.gov.za (and be signed) and should be accompanied by originally certified copies of formal qualifications, certified copy of academic transcript, certified copy of driver's licence and certified copy of ID not older than three months and detailed CV. Immigrants should apply for work permits before assumption of duty. People with disability are encouraged to apply.

NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Maluti TVET College reserves the right to withdraw the above mentioned position.

NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED

All applications should be posted or hand delivered to:

Human Resource Manager
Maluti TVET College: Corporate Office OR
Private Bag X 33
BETHLEHEM
9700

Human Resource Manager
Maluti TVET College: Corporate Office
Corner High & Broster Street
BETHLEHEM
9700

Enquiries: Mr HT Basson - Tel: 058 303 1732
Closing Date: 13 March @13h00

HT Basson

28/02/2020