



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Corporate Office
40 Cnr High & Broster Street
Private Bag X33
Bethlehem

9700
Tel: 058 303 1732
Fax: 058 303 1748

officeman.corp@malutitvet.co.za



APPLICANTS ARE INVITED TO APPLY FOR THE FOLLOWING POST AT MALUTI TVET COLLEGE:

POSITION	: ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT
SALARY LEVEL	: 09
SALARY	: R444 036.00 P/A
COLLEGE APPOINTMENT CENTRE	: 1 YEAR CONTRACT
REFERENCE	: CORPORATE OFFICE
	: MALUTI TVET/ASDSC/CORP005/2025

MINIMUM REQUIREMENTS

National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognised National Diploma/Degree in Supply Chain Management/Logistics Management or related qualification. 3 to 5 years experience in public procurement at salary level 7-8. Minimum of three (3) years supervisory experience.

RECOMMENDATION

Knowledge of PFMA, PPPFA, Treasury regulations, Supply chain framework Act and BEE Act. Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics and disposal and supplier relationship management. Understanding of Asset Management. National treasury's Supply Chain Management guidelines. Skills: Administrative, planning and organizing, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical. Client oriented. Project management, people management, team leadership. CET Act

DUTIES

Develop, review, implement and monitor SCM policies in line with relevant legislation. Oversee the procurement of goods and services for the college. Oversee the administration of demand and acquisition. Oversee the management of assets for the college. Ensure up to date database of service providers. Management of staff development. Perform any other duty related to the post.

Applications must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed. Initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the

question “Are you conducting business with the state? If yes, (provide the details)”, then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “In the event that you are employed in the Public Service, will you immediately relinquish such business interests?”. “If your profession or occupation requires official registration, provide

date and particulars of registration” – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report.

Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College’s intention to promote equity (race, gender and disability) through the filling of this posts.

NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondance will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED

All applications should be posted or hand delivered to:

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

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

Enquiries: - Ms TP Mathipe/Ms NJ Ntsela - Tel: 058 303 1732

Closing Date: 14 March 2025 @13:00pm