

**NKANGALA TVET COLLEGE INVITES SUITABLY QUALIFIED CANDIDATES TO APPLY
FOR THE FOLLOWING POSTS:**

**ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT
SALARY: R 376 596.00pa
NKC/2020/06/01**

Requirements: Grade 12 plus an appropriate recognized National Diploma or Bachelor's Degree in Finance/Supply Chain Management, a valid drivers' license and three (3) to five (5) years' experience in the Supply Chain and procurement environment. The following will serve as strong recommendation: proven working knowledge of government procurement procedure and regulations, knowledge of pastel, knowledge of PPPFA, PFMA and Treasury Regulations. Ability to capture information accurately and in detail, leadership and management skills. High level of computer literacy. Competencies: Communication skills (verbal and written), interpersonal relations, coordinating and organizing skills, confidence, confidentiality and reliability. Ability to work under tight deadlines and pressure.

Duties:

Management of Supply Chain Unit, management of bid committees, monitor secretariat service to Bid Committees, maintain prescripts, manage and oversee the supply chain management process, verify and ensure that all specification/terms of reference and correctness before placing on the committee agenda, check the correctness of comparative schedules, documentation and minutes. Act as advisor to the evaluation and or awarding committees, provide inputs into budget of the directorate, provide guidance to staff, identify current and future procurement needs of the College and link them to College strategic and operational plans. Manage the demand process for goods and services and ensure they are in line with the College Procurement Plan. Oversee the processing of payments of service providers, manage the resources of the component. Assist the College CFO/Principal in responding to audit enquiries, ensure that quarterly appraisals and monthly reports are done and submitted to the College CFO/Principal.

TO APPLY:

Enquiries: 013 658 4746 - Ms ZN Sibiya

Applications: Should be submitted on Form Z83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recently updated comprehensive CV, original certified copies (not older than three months) of all qualifications and a copy of ID document. Please note that a passport or driver's licence will not be accepted in lieu of an Identity Document. Failure to attach the requested documents will result in your application not being considered. Please ensure that you clearly state the full post description and the relevant post reference Number on your application.

Applications should be mailed to: Nkangala TVET College, Human Resource Department, Private Bag X7299, Witbank, 1035, for attention: Mr. CM Maimela,

or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.

Closing date: 06 July 2020 at 15:00.

No applications received by the HR Department after the closing date shall be considered. The College reserves the right to withdraw any of the advertised posts at any time depending on the need.