

IKHALA TVET COLLEGE SCM CONTRACT POSITIONS

POST : SUPPLY CHAIN CLERK X3
SALARY : R 173 703 .00. PER ANNUM PLUS 37% IN LIEU OF BENEFITS (SL5)
DURATION : 2 MONTHS
CENTRE : ADMIN CENTRE: REF NO: CO45/3/20

MINIMUM REQUIREMENTS: Grade 12 or equivalent NQF level 4 qualification.
The following will serve as an added advantage: Degree/Diploma in Supply Chain management, Business Management or Public Administration. Knowledge of operating system IQUAL, COLTECH and DMS asset management System.

COMPETENCIES: Knowledge of SCM processes, knowledge of procurement policies and tender procedure, knowledge of orders, payments and posting. Interpersonal skills, people orientated ability to work under pressure. Understand advance concepts. Computer literacy in MS Office Package.

KEY PERFORMANCE AREAS: Compile and maintain records, asset registers and database. Check and issue furniture, equipment and accessories to components and individuals, identify redundant, non-service and obsolete for disposal, verify asset register. Capture request for goods and services on IQUAL system, oversee COLTECH process regarding stock, capture requests for goods and services, obtain quotations, place orders with suppliers, update and maintain supplier database. Provide administrative support with payment for good and services, authorize orders and payments and requests. Provide secretariat or logistical support during the bid consideration and contracts conclusion process.

Applications must be sent to the following address:

HAND DELIVERY ADDRESS: Ikhala TVET College; Admin Centre; Human Resources Department; Zone D; Gwadana Drive; EZIBELENI; 5326.

Or

Email Address: recruitment@ikhala.edu.za

For enquiries: B. Xakeka 047 873 8855


CLOSING DATE: 05 November 2020 @ 16H00 pm

TO APPLY: Applications must be submitted on a completed and signed Z83 form, detailed CV, certified copy of Identity Document and certified copies of all academic qualifications. Persons in possession of foreign qualifications MUST submit an evaluation certificate from the SAQA. Failure to submit the requested documents will result in the application not being considered.

Faxed and late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within two months after the closing date may regard their application as being unsuccessful.

Ikhala TVET College is an equal opportunity employer and reserves the right not to appoint. People with disabilities and coloured females are encouraged to apply

IKHALA TVET COLLEGE
HUMAN RESOURCES SECTION
P/BAG X7110, QUEENSTOWN - 5320
TEL: 047 873 8823 FAX: 047 873 8824

SIGN:  DATE: 29/10/2020

Compiled by B.A Xakeka (HR Clerk)

Signature: B.A Xakeka Date: 2020/10/29

Recommended by S. Damana (ASD: HRM & A)

Signature: [Signature] Date: 29/10/2020

Approved by L. Malindi (DP: CORPORATE SERVICES)

Signature: [Signature] Date: 29/10/2020

L-MALINDI

Authorised by X.B. Phike (College Principal) *Acting*

Signature: [Signature] Date: 29/10/2020