

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our *ENVISION2030* strategy, DUT's DNA has two strands, namely '*people-centred and engaged*' and '*innovative and entrepreneurial*'. These are interwoven intrinsically by a number of double pairs consisting of '*values and principles*' that bind our double-helix together. The extrinsic expression of our DNA is via *The DUT-Way*; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that has been recognized recently when *The Times Higher Education's World University Rankings* placed DUT within the top 500 of Universities in the world and within the top 5 universities in South Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

Finance - Procurement

Post: Procurement Officer x 8 (Ref F340, F341, F342, F343, F344, F345, F346,F347)

Minimum Requirements:

- A Diploma in Procurement, Materials Management or an equivalent qualification (NQF Level 6)
- Registered for CIPS at least have done level One (Preferred)
- 3 years' experience in procurement or supply chain management operations preferably in a large organisation or higher education institution.

Summary of Duties:

- Procurement of goods and services in line with the yearly procurement plan management (Demand management)
- Execution of high value transactions and tactical and strategic sourcing contracts (Tender/Bidding process) Procure to Pay process.
- Deviations (Limited Bidding, single source and variation orders)
- Administration of Procurement contracts
- Execution of Envision 2030 (DUT Long terms strategies) perspectives.
- Supplier liaison
- Reporting

Salary: Market related

Contact Person: Miss. BZ Ngcobo

Email Address: HCSRecruitment@dut.ac.za

Status of Position: Permanent

Please complete an **official application for employment form** and send a **detailed CV, copies of ID, qualifications** and a **covering letter** with the **exact name of the post you are applying for** to: HCSRecruitment@dut.ac.za

Kindly note:

Communication will be entered into with short-listed candidates only. Only applications made on our application for employment form would be considered.

Closing date: 14 July 2023 @ 16:00pm

“While DUT strives for equal opportunities, preference will be given to suitable candidates in terms of the University’s equity policy” The University reserves the right NOT to make an appointment.