

CAREER OPPORTUNITIES: ADVERTISEMENT

Central Johannesburg TVET College would like to invite suitable qualified, innovative, result-orientated and self-driven candidates to apply for the following positions for post mentioned below:

Post Description	Procurement Clerk
Salary Level/PL	Salary Level 5
Salary Notch	R173 703 per annum
Post reference	CJC/03/2022
Centre	Parktown Campus
Minimum Requirement	A National Senior Certificate/ Grade 12 with accounting as a subject or National Certificate Vocational (NCV) Level 4 Certificate/ N6 Certificate, plus three (3) years Diploma in relevant Field; Valid code 8 drivers licence; three (3) years procurement experience; 2/3 years' administrative experience; Experience in computerised procurement systems; Experience in dealing with high volumes of work and fast moving commodities
Key Responsibilities	The recommended incumbent should be able to do the following: Review requests received for service/goods on the College's system; Contact suppliers for quotations as per guidelines set out in the College SCM policy; Add quotations to electronic request on the College system; Present completed request and relevant paperwork to the Procurement Officer and or Finance Manager for approval; Process request to an "Order status" and place order with supplier; Follow up on delivery of these items with supplier and with staff; Match orders with invoices from suppliers; Identify and resolve any discrepancies and forward to creditors department for payment; Compile bimonthly progress report and assist with resolving of commitment report. Take minutes of bid meetings and procurement related meeting, e.g., Specification, evaluation, adjudication.
Enquiries	Human Resources Personnel: Ms R Shezi – (011) 351 6000
Email Application:	Application must be directed to the following e-mail address: recruitment01@cjc.edu.za . All applications must be sent on or before the closing date: 10 January 2022. Please ensure that you take note of the disclaimer on the advert pertaining to the sending of applications during the various lockdown levels. Use Reference No. as Subject. Ensure that you use the correct e-mail address as set in the advert. Application with supporting documentation, including a signed Z83 form should be emailed to the respective email address. Applications sent to incorrect email address will regrettably not be considered. Requirements of applications: All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and must be accompanied by (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), Identity Document and valid driver's licence (where is required) as one document in a PDF format (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
General Instructions	The College is an equal opportunity affirmative action employer and reserves the right not to fill the vacant advertised post, and to verify the qualifications of all shortlisted candidates prior to or after the issuing of an offer of appointment. The Salary is determined according to the Department of Higher Education and Training salary scales. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

