



# **VENDOR MANAGEMENT OFFICER**

(Payclass 10)

## **Procurement & Payment Services**

### **Finance Department**

The Finance Department invites applications from qualified candidates for this permanent post in UCT Procurement & Payment Services (PPS). The successful candidate will be part of the Sourcing Team who in turn is responsible for managing the University's Tender processes including major spend commodities and initiatives, to mitigate risk and to ensure the University receives the maximum benefit and value for every Rand spent.

#### **Minimum requirements:**

- A 3-year Bachelor's degree at NQF 7 or 3- year National diploma at NQF level 6 in Purchasing & Supply Management or equivalent
- A minimum of 6 years relevant work experience at a middle management level with exposure to various aspects of the relevant procurement categories
- Computer literacy, including MS Word, Excel and PowerPoint
- Analytical and problem-solving skills
- Good communication skills, both written and verbal

#### **Advantageous:**

- Experience and knowledge of the Law of Contract and Sale, and Contract Management would be advantageous

#### **Responsibilities:**

- Implementation of Procurement strategies and tactics
- Consultancy and special projects.
- Management of key commodities
- Contract and vendor administration.

The annual cost of employment, including benefits, is between R547 299 to R643 880

**To apply**, please e-mail the below documents in a **single pdf file** to Mr. Ian Peterson at [Recruitment02@uct.ac.za](mailto:Recruitment02@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo an assessment.

**Telephone:** 021 650 2163

**Website:** <https://uct.ac.za/about-uct/finance>

**Reference number:** E230112

**Closing date:** 10 February 2023

*"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at [www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf)."*

UCT reserves the right not to appoint.