



MOPANI TVET COLLEGE

"EXCELLENCE IS ALWAYS OUR CHOICE"

Mopani Technical and Vocational Education and Training College has challenging temporary vacancies for dynamic results driven, innovative and sound communicative individuals to join Corporate Centre in Phalaborwa Town.

POST: Supply Chain and Asset Administration Clerk X 2 Temporary

Salary Notch: R176 310 – 207 681

Ref: CC1/08/2022

Requirements: Senior Certificate/Grade 12 or relevant NC(V) certificate (Level 4). Recognized Diploma or Bachelors' Degree in Supply Chain/Finance/Financial Management/Accounting or any relevant equivalent qualification will be added advantage. At least one-year experience in Supply Chain Management. Knowledge and understanding of Supply Chain Management policies. Valid Driver's Licence. Computer literate. Knowledge about Central Supplier Database will be an added advantage.

Duties: Conduct needs assessment by collecting and analysing relevant data. Categorising commodities and confirming availability of funds. Conduct a market and industry analysis. Draft specifications/terms of reference and issue RFQs. Rotate suppliers on Central Supplier Database. Provide administrative support in the Supply Chain Management process. Make follow ups on outstanding quotations. Assist in both Asset and Inventory Management processes. Assist with the bidding administration function for the College Bid Committees. Provide Supply Chain clerical support services within the College.

REQUIRED DOCUMENTS: Fully completed New Z83 form indicating the correct reference number, detailed CV, certified of qualifications, and ID document. **NB:** Foreign applicants should attach the following documents: **SAQA EVALUATION CERTIFICATE, QUOTA WORK PERMIT AND POLICE CLEARANCE.**

SUBMIT APPLICATIONS TO: The Principal, Mopani TVET College, Private Bag x 01024, Phalaborwa, 1390, or hand deliver the applications to Cnr Combretum and Haarlem Street, Phalaborwa, 1390. Should you not receive a correspondence from us

within two months after closing date, consider your application as unsuccessful. Female applicants with relevant qualifications /requirements will be given preference. The College reserves the right to withdraw any advertised post at any time as well as the right to verify the qualifications of the recommended candidates prior to issuing of the offer of employment. Applicants are discouraged from sending applications through registered mail as the College will not be responsible for the non-collection of the applications sent through registered mail.

CLOSING DATE: 02 September 2022 AT 12:00

Enquiries: Mr Mhlongo FA on 015 781 5721/5.