

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(UMFOLOZI TVET COLLEGE)**

- APPLICATIONS** : All application should be posted to: Human Resources Management Supervisor: uMfolozi TVET College, Private Bag X5023, Richards Bay, 3900 or emailed to [applications@umfolozi.edu.za](mailto:applications@umfolozi.edu.za). Please quote the relevant reference number on the subject line for emailed applications. No Faxed or Hand Delivered applications will be accepted.
- CLOSING DATE** : 11 March 2022 at 13:00
- NOTE** : Applications must be submitted on a New Z83 form obtainable from any Public Service department as well as uMfolozi TVET College Official website [www.umfolozicollege.co.za](http://www.umfolozicollege.co.za) (and must be fully completed, dated and signed). Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and a Covering Letter with date and signature must be attached. A recent, comprehensive Curriculum Vitae. Copies of all original qualifications (Matric Certificate must also be attached) and academic transcript, your ID Document and valid driver's licence. Such copies need not be certified when applying for a post. Communication will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the interview, following communication from College HRM. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

**OTHER POST**

- POST 06/34** : **ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT**  
**REF NO: UMF/028/08/2021**  
(This is a Re-advertisement, candidate who previously applied are encouraged to re-apply)
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Central Office
- REQUIREMENTS** : Recognized National Diploma (NQF6) in Supply Chain Management or Logistics Management or related qualification. 3-5 years' experience in Supply Chain Management (tendering Acquisitions, Demand, Logistics and Contract Management processes) Technical Skills and Knowledge - Understanding of Assets Management. National Treasury Supply Chain Management guidelines Knowledge of the PFMA PPPFA, Treasury Regulations, Supply Chain Framework Act, BBEE Act. Contract Management and Software E- filing. Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics and disposal and supplier relationship management. Have the following skills Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Computer literacy, Client oriented, Project management, Team leadership and People management. Valid driver's licence.
- DUTIES** : Develop, review, implement and monitor SCM policies in line with relevant legislation. Oversee the procurement of goods and services for the college. Oversee the administration of demand and acquisition. Ensure Assets of the

**ENQUIRIES**

college are kept according to Asset Management Policy. Ensure an up to date database of service providers. Management of staff development.  
Ms ZH Mngoma Tel No: 035-902 9501