higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College

Enquiries: N.A. Damoyi **Tel: 039 940 2142** **Ext: 151**

NON-ACADEMIC POST

Ingwe TVET College is an Affirmative Action employer. Whites, Coloured, Blacks, Indians, males and females and people with disability are encouraged to apply. Ingwe TVET Collegereserves the right not to make appointments for these posts. Applications are invited from suitably qualified and experienced person(s) for the following posts:

SUPPLY CHAIN AND ASSET ADMINISTRATION CLERK - ADMIN CENTRE
SALARY NOTCH :R 228 321 per annum
REF NO: ING/11/25

Requirements

- Matric certificate, National Diploma in Finance / Accounting / Business Management / Public Management and at least one (01) year experience in Supply Chain Management Unit.
- Knowledge of the Public Finance Management Act (PFMA).
- Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulations, Supply Chain Management policies and procedures, and any other relevant priscripts.
- Sound planning and organizing skills, written and verbal communication.
- General Computer literacy skills and knowledge of programs Ms Word, Excel, PowerPoint and Outlook.

Responsibilities

- Sourcing of quotations for all goods and services, placing and issuing of orders.
- provide administrative support in Bid Commitees
- Compilation of bid/quotation documentation and advertisements, opening and processing of bids/quotations.
- laise and communicate with internal and external stakeholders in relation to procurement of goods andservices.
- compiling order report on weekly basis for reporting purposes, adding new suppliers into the currentsystem, observing of sequence of order numbers according to the issued dates.
- Compliance verification of suppliers on CSD and other platforms.
- Maintenance of supplier performance evaluation on monthly basis.
- Manage information and ensure proper filing.
- Perform any other duties that may be assigned by supervisor.

Please forward applications to: Human Resource Administration – Please forward applications at Ingwe TVET College Admin Center, Badibanise A/A, Mount Frere, 5090 or email to supplychainapplications@ingwecollege.edu.za. All applications must be accompanied by new approved Z83 and detailed Curriculum Vitae only. The communication from the HR of the department regarding the certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. If there are no responses after one month of the closing date, consider your application unsuccessful.

ENQUIRIES: MS NA DAMOYI (039 9402141) EXT: 151

CLOSING DATE: 18 DECEMBER 2025