



**LEPHALALE TVET COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES FOR APPOINTMENT IN THE FOLLOWING POSITIONS:**

**Post: Provisioning Administrative Officer: Supply Chain and Asset Management SL7 - Ref: leptvet 14/2022 - Central Office R261 372 per annum plus benefits - Permanent (Persal Appointment) Re - advertisement**

#### **Minimum Requirements:**

\*Senior Certificate/ National Senior Certificate or NCV Level 4 Certificate plus a recognized Degree/ National Diploma in Supply Chain Management/ Logistics/ Public Management or equivalent at NQF Level 6/7. \*At least three (3) years' relevant experience in Supply Chain Management/ or Logistics Services. \*Knowledge of Pastel system will be an added advantage. \*Knowledge of assets disposal procedure. \*Knowledge of Supply Chain Management policies. \*Planning and organizing, computer literacy, flexibility, customer care skill, good communication skills (both verbal and written, team work and Report writing skills. \* Valid Driver's Licence.

#### **Responsibilities:**

Monitor and review the capturing of all physical (moveable and immovable) assets in the physical asset management registers (Hard Cat (IT and Furniture register). \*Monitor and review the allocation of assets-to-assets holders. \*Review the monitoring assets in accordance with the relevant policy and procedures. \*Promote correct implementation of sound asset management practices. \*Administer Asset Management services. \*Undertake logistical support services. \*Assist with managing all asset movement within the College. \*Supervise human resource/ staff. \*Perform any other related duties attached to the post.

**NB: All applications must be forwarded to The Principal, Lephalale TVET College, Private Bag X210, Lephalale, 0555 or be hand delivered to Lephalale TVET College (Central Office), Corner Nelson Mandela and Ngoako Ramathlodi Drives, Onverwacht, Lephalale, 0557. Applications must be submitted on a new Z83 Form (duly completed and signed) obtainable on the internet at [www.gov.za/documents](http://www.gov.za/documents) and must be accompanied by a comprehensive CV, copies of qualifications (including matriculation & academic record(s), Identity Document and Driver's Licence where applicable. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). It is our intention to promote representivity (race, gender and disability) through the filling of these positions. If you do not receive any response within (3) three months after the closing date of this advertisement, kindly accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/ study verification and previous employment verification). Applications received after the closing date will not be considered.**



**Enquiries:** Mr PM Mphethi / Ms MN Morena – 014 763 2252 Extension 220/221.

**Lephalale TVET College reserves the right to withdraw any of the above positions.**

**CLOSING DATE: 12 DECEMBER 2022 @16h00.**