



**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: Supply Chain and Asset Administration Clerk SL5 - Ref: leptvet 15/2022, - Central Office R176 310 per annum plus benefits - Permanent (Persal Appointment)**

#### **Minimum Requirements:**

\*Senior Certificate/ National Senior Certificate or NCV Level 4 Certificate plus a recognized Degree/ National Diploma in Supply Chain Management/ Logistics/ Financial Management/ Public Management or equivalent qualification at NQF Level 6/7. \*Two (2) years working experience in Supply Chain Management or similar environment. \*Knowledge of Accounting System, asset disposal procedure, legislative framework governing the Public Service, Assets Management, Supply Chain policies, Department of Higher Education Mandate. \*Computer literacy certificate/ computer as a subject. \*Good communication and interpersonal relations skills. \*Ability to work in a team and under pressure. \*Attention to details, problem solving skills and communication skills. \*A valid driver's licence.

#### **Responsibilities:**

\*Render a bidding administration function for the College Bid Committees. \*Administer the procurement of goods and services through effective and efficient demand and acquisition management services. \*Provide effective contract management services to the College. \*Administer logistical and disposal services. \*Provide asset management service to the college.

**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 Ramathodi 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.**