

**Senior Provisioning Officer
Supply Chain Management
Reference BCC15/2026
Salary Level 08 (Starting Salary Notch R413 001 p.a plus benefits)
Permanent Position**

REQUIREMENTS

Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Supply Chain/Logistics/Finance or relevant NQF6 qualification; at least 1 to 3 years' relevant work experience in Supply Chain/Logistics/Finance, compilation of asset register, asset management, supervision of staff. Advanced MS Word, Excel and PowerPoint skills; Demonstrate in-depth knowledge of SCM legislative environment applicable to government procurement and the development, implementation and monitoring of related policies and procedures; excellent operational management skills; good interpersonal relations and written and verbal communication skills; ability to maintain high levels of confidentiality and to prioritise work in high-pressure environments; a valid driver's licence; advanced technical understanding of GRAAP standards,, PFMA and Treasury Regulations on Asset Management.

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 and up-to-date database of service providers; analysis and planning of procurement requirements, the collating of information for the annual procurement report; SCM record keeping and reporting; oversee the management of assets of the College; Management of all Human, Financial and other resources of the unit.

ENQUIRIES: Ms Lulama Jongidiza Tel No 043 880 0177, Ext 2250.

APPLICATIONS: Buffalo City TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za.

NOTE: All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references(provide their contact number and email addresses), Driver's license , ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

CLOSING DATE: 18 September 2026