

Procurement Clerk
School of Occupational Training (SooT)
Salary level 5: (Starting salary notch 237 453 p.a plus benefits
Ref no: BCC16/2026
Permanent Position

REQUIREMENTS:

Grade 12, M+3 Diploma in Supply Chain Management /Logistics Management, Financial Management & Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet)

DUTIES:

Procurement duties including but not limited to effective administration of the School of Occupational Training: Assist with the procurement duties: obtain quotes, prepare specification, monitor procurement plan for skills unit, administrative duties for large and small projects, reporting on achievements and project progress, must be prepared to take and implement instructions delegated by Supervisor/Manager.

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@bcccollege.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