



# CONTRACTS PLANNING ADMINISTRATOR

(Payclass 7)

## Procurement and Payment Services Finance

The Procurement and Payment Services Department at UCT is seeking to appoint a responsible and energetic person to the post of Contracts Planning Administrator as soon as possible. The successful incumbent will be responsible for providing administrative support to the manager responsible for managing tender within UCT.

### Minimum Requirements:

- Matric (NQF 4) and a post matric procurement qualification or an equivalent qualification with 2 years basic procurement skills
- **or**
- if qualified by experience a minimum of 5 years recent and related experience preferably in a Procurement department with 2 years basic procurement skills.
- The ability to cope in a highly stressful environment.
- Computer literacy – good working knowledge of Email, Word, Excel and internet.
- Excellent communication skills, written and oral, especially in English.
- Excellent interpersonal, customer service skills and attention to detail.
- Ability to prioritise and work effectively under pressure and in a team.

### Advantageous:

- A tertiary qualification in Procurement or a related field of studies is preferred.
- Experience at UCT or another higher education institution will be highly advantageous.
- Proven experience in SAP or equivalent ERP system.

### Responsibilities:

- Ensure that the contract tracker is maintained and up to date.
- Coordinate integration meetings with key stakeholders.
- Maintain the tender register by recording all requests in the register.
- Draft and circulate minutes of various meetings.
- Assist in drafting of tender documentation.
- Update preferred vendor list and ensure that successful tenderers complete vendor application forms.
- Provide monthly reports on tenders issued/received/awarded and a list of deviations applied for, granted and rejected.
- Performing other duties, which may arise in supporting the tender administration function.

The annual cost of employment for this position is negotiable between R 272 543 and R 320 639 per annum.

**To apply**, please e-mail the below documents in a **single pdf file** to Carol Poulse: [carol.poulse@uct.ac.za](mailto:carol.poulse@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV) a maximum four-page CV (no certificates)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo a competency test.

**Telephone:** 021 650 3751

**Website:** [www.hr.uct.ac.za](http://www.hr.uct.ac.za)

**Reference number:** E80510

**Closing date:** 20 May 2018

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>.

UCT reserves the right not to appoint.