



IT PURCHASING CONSULTANT

2 year Fixed Term Contract (PC9)

INFORMATION & COMMUNICATION TECHNOLOGY SERVICES

The University of Cape Town is seeking an Acquisitions Purchasing Consultant in the Directorates Division of Information & Communication Technology Services (ICTS) to join a team of purchasing consultants who are responsible for consultation with university staff members to create and procure holistic IT solutions for the needs of the university and staff.

The position requires a strong focus on customer service and an excellent knowledge of IT equipment and hardware with proven ability to keep current, as well as strong written and verbal communication skills and proficiency with Microsoft Office.

Minimum Requirements and Competencies:

- Grade 12 or a technical equivalent.
- A current A+ Certification and a Minimum 3-year experience in a customer service position in an ICT environment.
- If no current A+ certification, then a minimum of 5 years' experience in a customer service position in an ICT environment.
- Expert knowledge of ICT hardware and peripherals and a proven ability to remain current.
- Excellent communication (verbal and written) skills and organisational abilities.
- Strong Customer service ethics.
- Excellent computing skills essential, i.e. MS Word, Excel, Internet and Email
- Ability to generate holistic, cost effective solutions to meet customers' requirements.
- Ability to work in an organized and efficient manner with a good attention to detail.

The following would be advantageous and strongly recommended:

- Experience with SAP or similar medium to large enterprise accounting software system would be a distinct advantage.
- Higher education experience is advantageous.

Responsibilities include:

- Providing advice and assisting customers by providing them with accurate and comprehensive IT solutions to suit their needs that are both holistic and cost effective.
- Obtaining quotations and generating purchase orders for IT equipment from external vendors and managing the quick and accurate fulfillment and delivery of orders from these vendors.
- Managing ETAS of all orders and keeping customers informed of any changes to their orders or ETAs.
- Maintaining accurate and up-to-date request and incident records on the service management suite for all purchases and incidents.
- Developing and maintaining relationships with key customers within the university and external vendors.
- Processing and organizing paperwork accurately and timeously according to the established processes.

The annual remuneration package, including benefits, is negotiable between R225024 and R355670 per annum depending on the level of experience.

To apply, please e-mail the below documents in a **single pdf file** to: icts-jobs@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

An application which does not comply with the above requirements will be regarded as incomplete **and not considered.**

Only shortlisted candidates will be contacted and will be required to undergo a competency test.

Telephone: 021 650 3012

Website: www.icts.uct.ac.za

Reference number: E80521

Closing date: 25 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.