



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



NON-ACADEMIC INTERNAL POST

Ingwe TVET College is an Affirmative Action employer. Whites, Coloured, Blacks, Indians males and females and people with disability are encouraged to apply. Ingwe TVET College reserves the right not to make appointments for these posts. Applications are invited from suitably qualified and experienced person(s) for the following posts:

SUPPLY CHAIN AND ASSET ADMINISTRATION CLERK X2 - ADMIN CENTRE

SALARY NOTCH :R228 321 (Level 05)

REF NO: ING2026/07/01

Requirements

- Matric certificate, National Diploma Finance Accounting/Business Management/Public Management and least one(1) year experience in Supply Chain Management Unit.
- Knowledge of the Public Finance Management Act (PFMA).
- Preferential Procurement Policy Framework Act (PFMA), Treasury Regulations, Supply Chain Management policies and procedures, and other relevant prescripts.
- Sound planning and organizing skills, written and verbal communication skills.
- General computer literacy skills and knowledge of programs Ms Word, Excel, PowerPoint and Outlook.

Responsibilities

- Sourcing of quotation for all goods and services, placing and issuing of orders.
- Provide administrative support in Bid committees.
- Compilation of bid/quotation documentation and advertisements, opening and processing of bid/quotations.
- Liaise and communicate with the internal and external stakeholders in relation to procurement of goods and services.
- Compiling order report on weekly basis for reporting purposes, adding new suppliers into the current system, observing of sequence of order numbers according to the issued dates.
- Compliance verification of suppliers on CSD and other platforms.
- Maintenance of supplier performance evaluation on monthly basis.
- Manage information and ensure proper filing
- Perform any other duties that may be assigned by supervisor.

Please forward applications to: Human Resource Administration - Mount Frere, 5090 or hand deliver at Ingwe TVET College Admin Center, Badibanise A/A, Mount Frere. All applications must be accompanied by new approved Z83 and detailed Curriculum Vitae. The communication from the HR of the department regarding the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. If there are no responses after 90 days of the closing date, consider your application unsuccessful. Ingwe TVET College is an equal opportunity employer and reserves the right not to appoint.

**ENQUIRIES: MS C.P MANTO-MATI (039 9402142) EXT: 152
CLOSING DATE: 04 AUGUST 2026**

