



Accountant: Buying (Finance)

Requirements:

- A Bachelor's degree or a three- year national Diploma in Purchasing Management or Logistics or relevant qualification.
- Three year's related experience in procurement or financial environment.
- Solid knowledge of purchasing practices and procedures.
- Computer literacy: MS Office.
- Knowledge and experience in the ITS system.
- Accuracy and attention to detail.
- Reliability and trustworthiness.

Duties:

The successful applicant will be required to:

- Acquire goods and services timeously and accurately.
- Ensure that the turnaround times are met and purchasing procedures are adhered to.
- Identify and select vendors to procure requisitioned commodities, meeting criteria such as price, quantity, quality and delivery date and places orders.
- Identify requesting department's needs and develop and refine specifications for goods/ services.
- Identity outstanding orders and make follow-ups with suppliers,
- Clear/ complete outstanding commitments.

Closing date: 18 May 2018

Typed applications, which should contain a comprehensive curriculum vitae, certified copies of all applications and contact details of three referees should be forwarded for the attention of Ms K.P Ngobeni to the Chief Human Resources, Private Bag X1106, Sovenga, 0727 or e-mail application in MS Word format to Katlego.ngobeni@ul.ac.za Telephonic queries regarding conditions of service can be made to (015) 268 2857

It is the applicant's responsibility to have foreign obtained qualifications evaluated by the South African qualification Authority. Please also note that failure to submit the requested documents/ information will result in your application not being considered.

The University of Limpopo is an Equal Opportunity Employer. All appointments will be made in accordance with the University's Employment Equity Policy.

Preference will be given to Males (Indians, & Coloureds) and/ or Females (Indians, whites & Coloureds)

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applicants as unsuccessful.

The University reserves the right not to make an appointment

