PROCUREMENT OFFICER
(Payclass 07; Permanent)

Finance Admin
FACULTY OF SCIENCE

Faculty of Science, Finance Office, seeks to appoint a full-time, permanent Procurement Officer for commencement as soon as possible.

The primary function of the post is the provision of an efficient, accurate and cost-effective purchasing service for Faculty Office and supplement support to Faculty's departments. Potential applicants that meet the criteria listed below, are invited to apply.

Requirements:
- NQF 4 with accounting or bookkeeping qualification and 3 years' experience in financial/purchasing administration, preferably in a tertiary institution, OR if qualified by experience, a minimum of 5 years relevant experience at the required level.
- Good numeracy and organizational skills
- Good computer literacy (MS Word, Excel, Internet, Email)
- Good communication skills both verbal and written
- Good interpersonal skills
- Ability to multi-task, work under pressure and to work independently and accurately with minimal supervision

The following would be advantageous:
- SAP purchasing experience
- Experience with UCT financial and administrative policies and procedures

Responsibilities:
- Purchasing in line with financial policies and procedures, with appropriate authorisation
- Selecting vendors for optimal cost, quality and delivery time
- Following up on all outstanding deliveries, invoices and payments
- PCard purchasing according to UCT PCard policy and procedure
- Processing of P-Card transactions and follow-up on outstanding documentation
- Communicating purchasing and PCard policy and procedures to the Department staff
- Reconciling cash payments and vendor accounts
- Serving as a Goods Receiver
- Instant Money
- Any other tasks and duties that may be appropriate

The 2025 annual cost of employment, including benefits is R394 844- R 464 523

To apply, please e-mail the below documents in a **single pdf file** to Ms Shihaam Brown at shihaam.brown@uct.ac.za
- UCT Application Form (download at http://forms.uct.ac.za/hr201.doc)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the job 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 will be required to undergo a competency test.

Telephone:	021 650 5410	**Website:**	www.science@uct.ac.za
Reference number:	E25987	**Closing date:**	09 January 2026

The University reserves the right to extend the closing date for applications if deemed necessary and reserves the right to make no appointment.