



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNP/20260410/4087
Advert Reference Number:	022056/04/26
Job Title:	SCM Practitioner: Acquisition Management
Job Level:	Salary level 07
Vacancy Type:	Internal & External
Salary:	R 325 101.00 R382 959.00 per annum
Department:	KZN OFFICE OF THE PREMIER
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Pietermaritzburg
Number Of Posts:	1

Duties/Responsibilities:

Receive and ensure completeness of requisitions and support documents and that they are approved . Confirm that a minimum of eight (8) service providers have been nominated to quote . Check compile invitation to quote before faxing/emailing to nominated service providers . Preform administration function in the Bid briefing meeting . Inform Supervisor and Director: SCM on any non-compliance matters identified . Assist in providing information to Auditor General queries.

Qualifications and Experience:

An appropriate undergraduate National Diploma NQF level 6 as recognized by SAQA in Supply Chain Management, Finance, Public Administration, Public Management . A minimum of 2-3 years' experience . Computer literacy . Valid driver's License

Essential Knowledge, Skills and Competencies Required:

Procurement Procedures and supply Chain Management Procedures . Republic of South Africa Constitution . Public Service Act . Public Finance Management Act . Preferential Procurement Act . Preferential Procurement National SCM Regulatory Framework . Relevant Practice Notes . Employee Performance and Management System . Knowledge of Basic Conditions of Employment Act . Language skills . Basic Accounting System (BAS) . Listening skills . Presentation skills . Analytical thinking . Interpersonal relations . Computer skills . Strategic Planning skills . Organisational skill . Research skills . Analytical skills . Leadership skills . Time management . Report writing skills . Problem solving skills . Communication skills . Conflict management skills . Change management skills . Project management skills . People management skills . Relationship management . Decisionmaking. Facilitation skills. Innovative . Independent . Meticulous . Pro-active . Honesty . Integrity . Reliability . Patience . Commitment . Professionalism . Perseverance . Punctual . Working under pressure.

Additional Information

Enquiries: Ms S.D. Msomi, Tel: 087 121 9411 \

Directions to applicants: Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83, obtainable from any Public Service department. (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted

Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. The KwaZulu-Natal Provincial Government reserves the right not to make this appointment. It is the applicant's

responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application.

NB: All shortlisted candidates may be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department.

Applications must be posted to: The Acting Director-General, KwaZulu-Natal Office of the Premier, Private Bag X9037, Pietermaritzburg, 3200 or hand delivered to: The Chief Director: Corporate Services, Office of the Premier, 1st Floor, Invesco Centre, 16 Chatterton Road, Pietermaritzburg, 3201 and marked for the attention of Ms B.L. Zondo.

?Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address recruitment@kznpremier.gov.za.

The KwaZulu-Natal Provincial Government is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make these appointments.

CLOSING DATE: 24 APRIL 2026

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 24 Apr 2026

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.