



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

TALETSO
TECHNICAL VOCATIONAL EDUCATION AND TRAINING

SABS
ISO 9001

CENTRAL OFFICE

THE INSTITUTION INVITES SUITABLY QUALIFYING APPLICANTS FOR THE CURRENT EXISTING FIXED TERM CONTRACTS. DURATION OF CONTRACT: SIX MONTHS.

CLOSING DATE: 05/09/2025

NOTE: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. 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 initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Institution regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Institution does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The College have the right not to appoint.

BRANCH: TALETSO TVET COLLEGE

DIRECTORATE: FINANCE AND ADMINISTRATION

POST: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: SCM-01-08-25

SALARY: R468 459.00 to R551 823.00 per annum (Level 09)

CENTRE: Central Office

REQUIREMENTS: Matric or NCV Level 4 with a recognised 3 year degree/diploma in Supply Chain/Logistics/Finance equivalent qualification any other relevant equivalent qualification ; 5 years' experience in the Supply Chain environment or any relevant field, in which 3 years must be supervisory level in Supply Chain environment or relevant field; Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act and BBEE Act; Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, and disposal and supplier relationship management; Understanding of Asset Management;

KEY PERFORMANCE AREAS: Develop, review, implement and monitor SCM policies in line with relevant legislation; Oversee the procurement of goods and services for the College; Oversee the administration of demand and acquisition; Ensure an up to date database of service providers; Analysis and planning of procurement requirements, the collating of information for the annual procurement plan; SCM record keeping and reporting; Oversee the management of assets of the College; Management of all Human, Financial and other resources of the unit.

SKILLS AND COMPETENCIES: Administrative; Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership; People management .

ENQUIRIES: Mr M. Ramalapa, Tel 018 384 2346/50

CENTRAL OFFICE

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LEHURUTSHE CAMPUS

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