

INTERNAL/ EXTERNAL ADVERTISEMENT

Trade & Investment KwaZulu-Natal (TIKZN) is a South African trade and investment promotion provincial public entity established in terms of the KwaZulu-Natal Trade and Investment Agency Act, No. 05 of 2010. These positions are based at **Head Office in Durban**.

Position: SCM Clerk X 2
Business Unit: Finance
Ref No. TIKZN/06/2023

Competencies / Qualifications and Experience: Grade 12. An NQF level 5 National Certificate in Accounting / Finance / Public Administration / Logistics. The candidate must have good verbal and written communication skills. Good telephone etiquette. Must be computer literate at an intermediate level. Two (2) years in the public Sector Finance department (with supply chain management as an integral part of the functions).

Key Performance Areas (Among others)

1. Requisition management.
2. Supply chain management.
3. Demand management.
4. Development of an approved supplier database.
5. Procurement Advice Administration Process.
6. Bid Administration.

Closing date: 31 May 2023 @ 00h00.

Applications can be submitted to vacancies@tikzn.co.za

TIKZN subscribes to the principles of employment equity in its recruitment processes.

Prospective employees will be subjected to criminal and credit checks as part of the selection process.

NB: Applicants who have not received any correspondence from us within three (3) months of the closing date can consider their applications unsuccessful.

(PLEASE QUOTE THE POSITION NAME AND Ref. No. ON YOUR APPLICATION)

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K S Shandu, N S T Matjhe (CEO), Z M Msomi (CFO)

