



PROCUREMENT OFFICER

(Payclass 07; T2 - 5 years)

H3D

FACULTY OF SCIENCE

H3D seeks to appoint a full-time Procurement Officer for appointment 1 December 2025.

The primary function of the post is the provision of an efficient, accurate and cost-effective purchasing service for H3D. If you have the required qualifications and experience, you are invited to submit your application for this position.

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
- Responsible for group shipments
- Any other tasks and duties that may be appropriate to this position

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 Chante Foentjies at chante.foentjies@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 5495

Website: www.h3d.uct.ac.za

Reference number: E25968

Closing date: 14 November 2025

"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf."

When you apply for a position at UCT, we collect your personal information to assess your application, communicate with you, and coordinate interview logistics. Information such as race, gender, nationality, and disability status is used to support our Employment Equity obligations. We also verify your references, qualifications, conduct criminal and, for certain roles, credit checks. For more information about how the University of Cape Town uses personal information and your rights, please email popia@uct.ac.za.

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