



**Tshwane University
of Technology**

We empower people

VACANCY BULLETIN

Permanent Position (OFO Code: 331201)

**Expeditor: General & Capital
Procurement: Expenditure Services
Directorate Of Finance
Post Level: 10
Ref : 24/619b2**

The Directorate of Finance: Procurement Services has a permanent position for the Expeditor: General and Capital at the Pretoria Campus.

The position requires someone to provide effective processing and administration of orders placed within the university.

Key Performance Areas:

- Receive and capturing of RRs on data system.
- Solving queries of RR's received
- Capturing of data from RRs into orders
- Returning of processed orders to relevant buyer together with requisition for signatures.
- Processing of orders.
- Faxing of orders to suppliers
- Scan and mail copy of orders to the requestor. - Feedback to client.
- Handling of telephonically and electronically queries.
- Updating register by adding information of processed orders on the register with all the relevant information.
- Distribution of processed orders to Asset Control and Creditor Department.
- Query late or outstanding delivery date with suppliers.
- Negotiate new or revised delivery date with supplier.
- Record correspondence with supplier on the order.
- Report back to end user/buyer regarding status of outstanding orders.

Minimum Requirements:

Academic Qualification

- NQF level 6
- A relevant 3-year qualification in Logistics/Warehousing/Procurement/Supply Chain Management related qualification.

Experience

- 3 years' relevant experience in supply chain management function.

Knowledge and Skills

- Financial aspects relating to purchasing and logistics.

People with disabilities are encouraged to apply.





**Tshwane University
of Technology**

We empower people

VACANCY BULLETIN

- PMIS subsystem of ITS
- People skills
- Communication skills
- Problem solving
- Computer literate

Send your CV to: Recruitment14@tut.ac.za
Enquiries: Mr D Moselane
Tel/Email: (012) 382 6695
Closing date: 30 May 2025

If we have not responded within a month of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into only with short-listed candidates. Candidates may be required to undergo psychometric tests and any other simulation interventions. People with disabilities are encouraged to apply. Preference will be given to people from designated groups and the University reserves the right, in its sole discretion, not to make an appointment.

INSTRUCTIONS: Applicants are required to submit together with the CVs, a standardized application form available from the university intranet as well as recently certified copies of qualifications and Identity Document. Failure to comply with this instruction will disqualify the candidate. Further note that candidates may be expected to make a presentation or undergo competency testing.

