

JOB ADVERT:

Applications are invited from suitably qualified candidates for the following position.

PERMANENT POST: Procurement Clerk

SALARY PER ANNUM: R 202 233.00 (excluding benefits)

REFERENCE: CRL/2024/2

CENTRE: Head Office, Braamfontein, Johannesburg

PURPOSE: To render efficient administrative and clerical procurement support duties to ensure effective procurement of goods and services at the CRL Rights Commission.

MINIMUM REQUIREMENTS: A National Senior Certificate / Grade 12 or an equivalent (NQF4) qualification or a Diploma in Supply Chain Management or equivalent NQF6 qualification will be an added advantage. A minimum of two (2) years' functional working experience in Supply Chain Management or in a similar field. A minimum of 2 or more years' experience working in a Chapter 9 Institution will be an added advantage. Working knowledge and experience of Pastel Evolution will be an added advantage. Knowledge of Supply Chain duties, practices as well as the ability to operate a computer. Knowledge and understanding of the legislative framework governing SCM in the Public Service.

COMPETENCIES REQUIRED: Good verbal and written communication skills, Computer skills, Good interpersonal relations skills, Job Knowledge in SCM, Team Work, Flexibility.

KEY RESPONSIBILITIES AND FUNCTIONS: Render demand and acquisition clerical support. Handle queries related to procurement of goods and services. Render logistical support to Procurement Services Unit.

CLOSING DATE: 3 MAY 2024

ENQUIRIES: Human Resources

TEL: 011 358 9112/9108

Forward a written application, including a comprehensive CV, recently certified copies of your ID and qualifications and a driver's licence where applicable via email to recruitment@crlcommission.org.za, or hand delivered to The CRL Rights Commission Offices, 33 Hoofd Street, Forum IV, Braampark, Braamfontein. Applicants in possession of foreign qualifications must include the evaluation certificate from South African Qualification Authority (SAQA). Please note that failure to comply with the above instructions will render the application unsuccessful. The Commission reserves the right not to fill this position.