



**Tshwane University
of Technology**

We empower people

VACANCY BULLETIN

Permanent Position (OFO Code: 331201)

**Senior Buyer: Tenders
Procurement: Expenditure Services
Directorate Of Finance
Post Level: 08
Ref: 26/A12b2**

The Directorate of Finance: Procurement Services has a permanent position for the Senior Buyer: Tenders at the Pretoria Campus.

The position requires management of the acquisition of goods and services through the tender process as well as management of PMIS within the institution.

Key Performance Areas:

- Planning and organising the tender activities of the University.
- Liaison with the user departments to obtain specifications.
- Liaison with the Tender Committee for tender approvals.
- Execution of tender policy in line with the Procurement Policy.
- Compilation of tender and quotation documentation.
- Advertising and distribution of tender and quotation documentation
- Arrangement and administration of briefing sessions of advertised tenders.
- Arrangement and administration of site inspections with prospective bidders.
- Opening of tenders and high value quotations
- Evaluation of offers from prospective bidders.
- Submissions to Tender Committee and EMC.
- Administration and documentation of approvals/referrals.
- Preparation of orders for approved tenders.
- Ongoing update of supplier database.
- Opening of creditor code on successful completion of bid.
- Administration of vendor registration forms.
- Screening of vendors before registration onto database.
- PMIS Systems Manager on ITS

Minimum Requirements:

- NQF level 7; A bachelor's degree or a Higher / Advanced Diploma in Logistics/Warehousing/Procurement/Supply Chain Management related qualification.

Plus

- 3 years' experience in demand and acquisition management at Supervisory/Administrator/Junior Practitioner level.
- Knowledge of tender management activities will be an added advantage.

People with disabilities are encouraged to apply.





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Knowledge and Skills

- ITS (PMIS) system and the integration with other subsystems
- Project and production planning techniques.
- Detail knowledge of tender processes, procedures, bi-laws, and regulations.
- Financial aspects relating to purchasing and logistics.
- Wide general knowledge regarding technical aspects relating to goods and services needed by the University.
- System training on ITS is essential.
- Advanced training related to Supply Chain Management and acquisition of goods and services through an acknowledged tendering system would be an advantage.
- Negotiation skills
- Problem solving
- Time management
- Handling of difficult people/situations
- Computer literate
- Project management
- Ability to speak to an audience as to conduct briefing sessions and site inspections.

Send your CV to: Recruitment14@tut.ac.za
Enquiries: Ms VK Molete
Tel/Email: (012) 382 6692
Closing date: 17 July 2026

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 fully completed 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.

