



**DIVISION:** Finance

**DEPARTMENT:** SCM

**POST:** Database Administrator

**POST N°:** 5101

**PEROMNES GRADE:** 10

**JOB DESCRIPTION:**

Key performance areas include but are not limited to:

- Maintaining and administering Supplier Database on the system.
- Conduct Supplier Risk Assessment and Document Verification.
- Review and de/activation of suppliers on the system.
- Compile supplier data Audit report.
- Conduct Supplier Application review.
- Capturing and updating of supplier information
- Storage and management of supplier information.
- Perform general administrative functions to the Supply Chain Department

**Application Criteria:**

**Qualifications and Experience:**

- Diploma in Business Administration or equivalent
- Minimum 2-years working experience in a procurement/supply chain administration function and data capturing.

**Skills And Competencies:**

- Computer Literate and high level of Microsoft Excel proficiency.
- Well-spoken and an excellent communicator with a high level of English communication proficiency.
- Good verbal and writing skills.
- Dynamic individual with an ability to work in a highly pressurized environment.
- Analytical thinker.
- Attention to detail.
- Ability to prioritize.
- Ability to work with highly confidential content.
- Record management.

**Closing date for applications:** 20 May 2024

**Applications should include:**

1. A fully completed prescribed application form which can be obtained from:  
<https://www.vut.ac.za/wp-content/uploads/2023/08/Application-of-Employment-Form-updated.pdf>
2. A detailed curriculum vitae (explicitly stating experience or knowledge in the above-mentioned fields)

3. Certified copies of all academic records and certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to [recruitment1@vut.ac.za](mailto:recruitment1@vut.ac.za) and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:

HR Business Partner: Mr Judas Mabilu, Tel 016 950 9136 / email address: [judasm@vut.ac.za](mailto:judasm@vut.ac.za)

HR Intern: Mr TB Tefu, Tel 016 950 9105 / email address: [thokozanit1@vut.ac.za](mailto:thokozanit1@vut.ac.za)

**Please Note: Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.**

**VUT reserves the right not to make an appointment**

**By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.**

