



DIVISION: Finance

DEPARTMENT: Procurement

POST: Director

POST N°: 2722

PEROMNES GRADE: 05

JOB DESCRIPTION:

The Director Procurement will lead the university's procurement function to ensure efficient, cost-effective, and timely acquisition of goods and services aligned with VUT's strategic objectives and compliance frameworks.

Key performance areas include but are not limited to:

- Provide strategic leadership on procurement function for the university
- Develop and implement strategic procurement plans and sourcing strategies aligned with institutional goals.
- Manage and motivate the supply chain management team ensuring projects are delivered on time.
- Manage the full tender process, from drafting specifications to contract award, ensuring compliance with policies and procedures.
- Lead supplier and contract management, including negotiation, performance monitoring, and adherence to BBBEE and transformation targets.
- Oversee procurement governance, risk management, and maintain internal controls to prevent fraud or abuse.
- Drive procurement digital transformation initiatives, including e-procurement platforms.
- Prepare regular reports for executive leadership and the Council.
- Lead and train the procurement team while managing stakeholder engagement.
- Continuously review and enhance systems and processes, recommending and implementing improvements that drive operational excellence.

APPLICATION CRITERIA:

Qualifications and Experience:

- NQF level 8 qualification in either Accountancy, Supply Chain Management, Procurement, or related field.
- Minimum 7 years' proven experience in supply chain and/or procurement of which 3 years must be at management level.
- Membership of CIPS level 4 will be an advantage.
- Computer literacy and proficient in procurement-related systems.

Skills:

- Strategic thinking and planning
- Problem solving
- Leadership capability
- Financial capability
- Attention to detail and organisational skills
- Ability to work under pressure and meet deadlines

- Ethical judgement and integrity
- Team collaboration
- Stakeholder management

CLOSING DATE FOR APPLICATIONS: 03 October 2025

Application requirements

1. A fully completed prescribed application form, obtainable from www.vut.ac.za.
2. A detailed curriculum vitae (explicitly stating relevant experience or knowledge in the fields mentioned above).
3. Certified copies of all academic records and certificates or degrees.
4. A certified copy of your South African identity document.
5. Current contact details of referees.
6. Applications must be emailed to recruitment4@vut.ac.za. Please quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications, or applications submitted without the application form and required supporting documents, will be disregarded.
8. Only applications submitted using the official VUT application for employment form will be considered.
9. Correspondence will only be entered into with shortlisted candidates. If you do not hear from VUT within three months of the closing date, please regard your application as unsuccessful.
10. Short-listed candidates will be required to demonstrate their teaching facilitation methodology practically

Please note

- By submitting your application, you consent to VUT verifying your qualifications and sharing your personal information with the selection panel and other authorised persons involved in the recruitment process. Candidates with foreign qualifications must submit a South African Qualifications Authority (SAQA) certificate of evaluation. VUT is an equal opportunity and affirmative action employer. In compliance with the Employment Equity Act No. 55 of 1998 (as amended), and in line with its Employment Equity Plan and Recruitment Policy, preference will be given to suitably qualified candidates from designated groups, specifically African, Coloured, and persons with disabilities.
- VUT reserves the right not to make an appointment.

