



DIVISION: Finance

DEPARTMENT: Procurement

POST: Manager-Procurement Governance

POST N°: 2031

PEROMNES GRADE: 06

JOB DESCRIPTION:

The Vaal University of Technology invites qualified professionals to apply for the position of Manager Procurement Governance. This critical leadership role is responsible for establishing, maintaining, and continuously improving the University's procurement framework. The incumbent will ensure compliance, efficiency, and ethical standards across all procurement activities, mitigating risk and maximizing value. As the central authority on procurement policies, processes, and supplier risk management, the Manager will drive standardisation and excellence throughout the University.

Key performance areas include but are not limited to:

- Manage the institution's procurement delegations of authority aligned with Council approvals.
- Assist in the development, review, and maintenance of the Procurement Policy, Delegations of Authority, and Standard Operating Procedures.
- Interpret and implement relevant legislation including the Preferential Procurement Policy Framework Act (PPPFA), B-BBEE Act, and Competition Act.
- Establish and manage a procurement risk management framework with regular risk assessments.
- Design and implement store management policies, procedures, and approval matrices that are practical, efficient, and compliant
- Oversee governance and data integrity of the e-Procurement system.
- Analyse procurement data to identify improvement areas and cost savings.
- Standardise procurement processes across faculties and departments.
- Manage supplier relationship management including segmentation, performance standards, pre-qualification, and onboarding.
- Serve on Bid Specification, Evaluation, and Adjudication Committees.
- Prepare procurement compliance and B-BBEE spend reports for senior management.
- Coordinate internal and external audit processes related to procurement.

APPLICATION CRITERIA:

Qualifications and Experience:

- Minimum Bachelor's degree or Advanced Diploma (NQF Level 7) in Commercial Law / Supply Chain Management / Finance / Risk / Procurement, or related field.
- CIPS membership will be an advantage.
- Computer literacy is essential.
- Minimum 5 years of experience in finance / procurement / supply chain management roles or related field.

Skills:

- Strong analytical and problem-solving skills with ability to interpret complex legislation.

- Exceptional communication, report writing, and presentation skills.
- High ethical standards and integrity.
- Attention to detail and meticulousness.
- Leadership ability to influence compliance culture without direct authority.
- Project management skills for policy review and system improvement initiatives.

CLOSING DATE FOR APPLICATIONS: 26 November 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.

