



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Eastern Cape CET College



JOB ADVERT CONTRACT POST: CENTRAL OFFICE EASTERN CAPE CET COLLEGE

- POST** : ASSET CLERK (SCM) X1
- REF NUMBER** : ECCECTC/SCM/05/2023
- CENTRE** : Deputy Principal Finance Office
- NATURE** : (12 Months Contract)
- SALARY** : R202 233 (Level 5) 37% in lieu of benefits
- REQUIREMENTS** : Applicants must be in possession of Grade 12 Certificate. Relevant Experience and relevant post Matric qualifications will be an added Advantage.
- DUTIES** : Receive requisition from end users. Prepare specifications and source Suppliers qualifications. Review quotations as per College SCM policy. Prepare orders for suppliers. Receive GRN/delivery notes and submit. Update and maintain fixed assets register. Dispose assets as per College policy.
- ENQUIRIES** : Ms Z. Maduna Tel No: 041 180 4081/4077
- CLOSING DATE** : 14 September 2023
- NB:** Applications must hand delivered or posted to Eastern Community Education and Training College NO 10 Mfaxes street, NU1 Mdantsane, East London 5219.