



**University of Fort Hare**  
*Together in Excellence*

**Applications are invited from  
suitably qualified and experienced  
candidates for the positions listed below.**

## **DEPARTMENT OF FINANCE**

### **ASSET ADMINISTRATOR**

**ALICE CAMPUS • REF NO: 2076**

**MINIMUM REQUIREMENTS:** • M + 3 year Diploma / Degree in Commerce or an equivalent of NQF 6 qualification as recognized by SAQA • At least 2 years working experience in accounting environment • Accounting knowledge, emphasis on Property, Plant and Equipment • Advanced knowledge of Accounting Principles and Standards, e.g. IFRIS • Good understanding of University's Asset Management and procurement policies • Good understanding of Microsoft Excel, graphs and pivot table analysis • Accuracy and precision in figures • Good communication and interpersonal skills.

**RESPONSIBILITIES INCLUDE:** • Managing and maintaining a Fixed Assets Register • Ensuring that assets are properly capitalized • Minimizing expenditure and losses • Assisting in preparation of Annual Financial Statements • Proper maintenance of Space system.

## **SENIOR BUYER: PROCUREMENT (SCM)**

**ALICE CAMPUS • REF NO: 79**

**MINIMUM REQUIREMENTS:** • M + 3 year Diploma / Degree in Commerce or an equivalent of NQF 6 qualification as recognized by SAQA • 4 years' relevant experience in procurement environment • Advanced computer skills.

**OTHER REQUIREMENTS: Knowledge:** • Technical knowledge of ERP system / ITS • Knowledge of general office admin and procedures • Knowledge of SCM legislative framework • Good understanding of Supply Chain Management • Financial Acumen and statistical knowledge • Business writing • Process facilitation • Presentation • Coaching.

**RESPONSIBILITIES INCLUDE:** • Ensure efficient processing of requisitions and oversight approval of orders • Ensure that all requisitions on the Finance i-enabler system are timeously approved and are compliant to the SCM policy • Ensure that all transactions above R30 000 are processed in accordance with SCM policy • Prepare all paper work for the Governance Committee (Spreadsheet for all requests received) • Ensure that all scores obtained by each supplier regarding these requests are captured properly in the spreadsheet to the Governance Committee • Communicate with the stakeholders the outcomes of the Governance Committee as and when the need arise • Ensure official order is issued by the Buyer to the successful supplier • Ensure all internal clients' needs are attended to with speed and efficiency • Official representative of UFH to PURCO User groups • Ensure that members achieve value and savings through participation in PURCO contracts and agreements • Ensure that staff participate in the contracts and agreements elected by UFH • Control of the purchasing function relating to capital and research equipment • Planning and organizing the acquisition of capital and research goods for UFH • Review and approval of orders for placement in line with procedures • Execution and control of purchasing policy, identification of deviations and possible problems related to purchasing procedures • Review of suppliers being used and updating the database accordingly • Conducting market research for best practices and market changes • Constant evaluation of performance within the section.

**Please forward all applications with copies of qualifications, Identity document and three contactable references to [recruit1@ufh.ac.za](mailto:recruit1@ufh.ac.za).**

**CLOSING DATE: 7 FEBRUARY 2020**