



### **INTERNAL AND EXTERNAL ADVERTISEMENT**

The Mpumalanga Regional Training Trust is an accredited training provider in the Province. Its mandate is to develop the Human Resources base of the Mpumalanga Province via the provision of experiential, technical, hospitality and tourism, entrepreneurship and life skills training. Applications are invited from suitable and qualified candidates for the below vacant position:

#### **1. Buyer Fixed Term Contract X2 (Emalahleni and Nelspruit) (12 Months)**

##### **Requirements:**

- Degree/ Diploma in Supply Chain Management/ Logistics Management
- Computer Skills.
- Two (2) Experience in sourcing of goods and services

##### **Key performance areas:**

- Source quotations
- Source statutory documents
- Expediting of quotation for submission
- Development of the recommendation report
- Placing of orders
- Expediting of goods and services for delivery
- Review recommendation reports to ensure all the signature are appended
- Attend briefing sessions with various end-users to ensure bottlenecks are resolved,
- Contract administration but not limited to the above-mentioned

***Mpumalanga Regional Training Trust is an equal opportunity and affirmative action employer, women and people living with disabilities are also encouraged to apply.***

**Applicants are required to complete the prescribed MRTT Application Employment form for employment available from entity's website ([www.rttrust.co.za](http://www.rttrust.co.za))**

Individuals who meet the above requirements and are interested in the position should forward their applications and detailed CV's together with application form, certified copies of qualifications, ID and drivers licence to:

The Acting Human Resource Manager *or hand delivered to*

Private Bag X7288  
Witbank  
1035

Suit No. 08 Bureau de Paul  
Corridor Crescent  
Route N4 Business Park  
Ben Fleur Ext 11  
Witbank  
1035

E-mail: [recruitment@rttrust.co.za](mailto:recruitment@rttrust.co.za)  
Enquiries: SN Mabena  
Tell: [013] 656 0931 / [013] 656 0875

**NB:** Failure to submit the required documentation will lead to the disqualification of candidates, Applications with foreign qualifications must attach SAQA verifications. The recommended candidates will undergo comprehensive reference check which include qualification verification, credit criminal and other relevant checks.

**Closing date:14 October 2022**

No applications received after the closing date shall be considered. Communication will only be entered into with shortlisted candidates. If you do not receive correspondence within 30 days from closing date, you should consider your application to be unsuccessful.

***Mpumalanga Regional Training Trust reserves the right to make appointment.***