



St Stithians College is a proudly South African school, embracing diversity and offering a distinctive educational experience. Founded as a Methodist Church School, our Christian spirituality is central to our identity. Our College consists of primary and secondary boys' and girls' schools, together with a co-educational junior primary school. We are an independent, non-profit institution located on an expansive green campus in Sandton, Johannesburg. In addition, St Stithians incorporates Kamoka Bush School near Modimolle, and the Thandulwazi Maths & Science Academy on our Campus. As a College, we are intent on Inspiring Excellence and Making a World of Difference.

FINANCE DEPARTMENT

2026 Junior Procurement Administrator

The St Stithians College Finance Department welcomes applications for the above-mentioned position, which will be available 01 July 2026. The role requires passion, commitment, innovative thinking, and high levels of integrity.

Your talent and positive mental attitude mean you can deliver on the following responsibilities as Junior Procurement Administrator: The Junior Procurement Administrator provides essential administrative and operational support to the Procurement function.

This position supports the Procurement Manager and Procurement Specialist in ensuring efficient, compliant, and cost-effective procurement operations across the College.

- Assist with processing purchase requisitions and purchase orders in line with procurement policies
- Capture, update, and maintain procurement data accurately within procurement systems and spreadsheets
- Support the resolution of discrepancies between purchase orders, delivery notes, and invoices
- Track and file procurement documentation (quotes, contracts, approvals, supplier records)
- Assist with supplier onboarding and maintaining supplier master data
- Maintain a supplier database, ensuring records are up to date and compliant
- Assist with obtaining quotations (RFQs) and maintaining comparative schedules
- Assist with basic spend analysis and reporting
- Support B-BBEE documentation tracking and reporting requirements
- Ensure procurement documentation is complete and audit-ready
- Liaise with internal departments to follow up on requisitions and procurement queries
- Provide day-to-day administrative support to procurement users
- Assist with scheduling procurement meetings and maintaining action logs
- Support users on basic procurement system queries (e.g. ERP or e-procurement tools)
- Assist with identifying manual process inefficiencies and opportunities for improvement



Key requirements for this position include:

- 1–2 years' experience in a procurement, purchasing, or finance administrative role
- Relevant Procurement Qualification (CIPS Level 3 or 4 would be advantageous)
- Good organisational and time management skills
- Effective written and verbal communication skills
- Proficiency in Microsoft Office (Excel, Word, Outlook)
- Any staff member working with a school is required to have a Sexual Offenders Clearance Certificate

To apply please click on the following link before the closing date of **30 April 2026**

<https://stithianjobs.mcidirecthire.com/>

Applications received via email will not be considered. Applications must be done via the above link only.

St Stithians College is an Equal Opportunity Employer and makes appointments within the context of its transformation imperatives

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The College reserves the right not to proceed with this post. Applications are invited from South African citizens. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the advertised post will result in applications automatically disqualifying themselves from consideration.

Only short-listed candidates will be contacted

St Stithians College is unwavering in its commitment to safeguarding and promoting the welfare of children and young people. We have a suite of robust policies and procedures, regularly reviewed and updated, to ensure a safe, secure, and positive environment where all students can thrive. If you are successful, you will be expected to adhere to and actively contribute to these safeguarding practices. St Stithians College, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.