

ICAP at Columbia University, a global health leader situated within the Columbia University Mailman School of Public Health in New York City, seeks to appoint a Vendor Administration Specialist to be based in Centurion, South Africa.

Under the supervision of the Vendor Administration Manager (VAM), the Vendor Administration Specialist will be mainly responsible for approving and maintaining vendor profiles, inclusive of employees and third-party individuals / companies, enrolled for Purchasing and Accounts Payable transactions.

Undergraduate degree in business administration, accounting, finance, or other relevant area. Minimum five (5) years of procurement or accounts payable experience, ideally within shared services implementation model and a complex international operating environment. Excellent knowledge of end-to-end supply management processes including competitive bidding, contract management, and supplier performance management.

The incumbent's prior experience working in higher education, non-profit sector, or public health and working with international organizations, and/or U.S. Government funded projects is desirable

To view full detailed job description, please click here -

Only candidates who are eligible to work in South Africa for an indefinite period without a need for sponsorship will be considered for the position.

The position is contingent upon availability of grant funding.

Columbia University is an equal opportunity and affirmative action employer. It does not discriminate against employees or applicants for employment on the basis of race, colour, sex, gender, religion, creed, national and ethnic origin, age, citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam era or disabled veteran, or any other legally protected status.