



FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT

The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.



DEPARTMENT OF TREASURY

Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (**a transcript of results must be attached or subjects should be mentioned in the CV**), identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are received on/or before the closing date. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

APPLICATIONS FOR THE DEPARTMENT OF FREE STATE PROVINCIAL TREASURY TO BE SUBMITTED TO:

The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. N Mchabasa, Fidel Castro Building, Tel No: (051) 405 4274 or deliver by hand to Ms. Mchabasa in Room 426(b), Fidel Castro Building, Bloemfontein. Applications can also be e-mailed to recruitment.fstresury@gmail.com

CLOSING DATE: 17 February 2017

**ADMINISTRATION CLERK: ACQUISITION MANAGEMENT
REFERENCE NO: FSPT: 010/17**

SALARY: Salary level 5– A basic salary of R 142 461.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A Grade 12 Certificate or equivalent qualification. Knowledge of the Public Service Act, Public Finance Management Act, supply chain policies and Treasury Regulations.

DUTIES:

Maintain/ensure proper record keeping. Handle incoming and outgoing correspondence. Ensure a proper and fully effective filing system is in place within the Acquisition Management Unit. Maintain a database supplier's ownership status for Small, Medium and Micro-sized Enterprises (SMME) for reporting purposes. Perform any additional tasks that may reasonable be expected from time to time. Provide and follow ups on questionnaires to end users for contract suppliers/ service providers' performance reports.

ENQUIRIES:

Mr. S S Thulo: (051) 405 5449