



FREE STATE PROVINCE

# FREE STATE PROVINCIAL GOVERNMENT

*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), driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. 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 posted or hand delivered timeously. 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. No e-mailed or faxed applications will be considered. 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.

**POST:** SENIOR ADMINISTRATION CLERK: ACQUISITION MANAGEMENT  
**REFERENCE NO:** FSPT 007/12

**SALARY:** Salary level 5 – A basic salary of R 101 007 per annum.

**CENTRE:** BLOEMFONTEIN

### **REQUIREMENTS:**

- A Grade 12 Certificate or equivalent qualification with experience in a supply chain management environment.

### **DUTIES:**

- Accept requisitions from different Directorates and check the budget for the availability of funds to ensure that required items forms part of the budget.
- Facilitate the process of requesting quotations from suppliers for goods and services in line with the supply chain management policy.
- Compile bid documentation for required goods/services and invite, receive and evaluate bids from qualified bidders.
- Liaise with the Manager: Legal Services and Labour Relations for the compilation of performance contracts of successful bidders to enable the Supply Chain Management Unit and business units to evaluate the performance of suppliers.
- Maintain a register of all contracts in the Department for auditing, reporting and responding to queries.

### **ENQUIRIES:**

Ms. S Qwesha: (051) 405 4289

**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: Mr. X Ngesi, Provincial Government Building, Tel No: (051) 403 3886 or deliver by hand to Room 426(b), Provincial Government Building, Bloemfontein.

**CLOSING DATE: 10 FEBRUARY 2012**