



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**), driver's license, 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. ~~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 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 be e-mailed to recruitment.fstresury@gmail.com

CLOSING DATE: 17 February 2017

POST: SENIOR ADMINISTRATIVE OFFICER: ACQUISITION MANAGEMENT
REFERENCE NO: FSPT: 006/17

SALARY: Salary level 8 – A basic salary of R 262 272.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

~~A Bachelors degree or diploma in Accounting/ Public Management or equivalent qualification with a minimum of four (4) years supply chain management working experience of which at least two (2) years should be in acquisition management environment. Knowledge of supply chain management legislation (PPPFA, PP Regulations, BBBEEA, Practice Notes, circulars and Treasury Regulations).~~

DUTIES:

~~Evaluate quotations equal to or above R30 000.00. Render Secretariat duties to bid committees. Capture and analyze departments' procurement spend information. Capture of contracts awarded that are above R100 000.00 on National Treasury. Update the evaluation schedule (register) for contracts below and above R100 000.00. Contract management. Manage allocated assets room list.~~

ENQUIRIES:

Mr. SS Thulo, Telephone (051) 405 5449

ASSISTANT DIRECTOR: MUNICIPAL SUPPLY CHAIN MANAGEMENT (FEZILE DABI DISTRICT)

REFERENCE NO:

SALARY: Salary level 9 – A basic salary of R 311 784.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

~~Relevant degree/ diploma in Accounting/ Public Finance/ Public Administration/ Economics/ Business Administration or equivalent qualification. At least three years relevant experience in a supply chain management environment. Knowledge of supply chain management legislation (MFMA, SCM Regulations, Preferential Procurement Framework~~

Act (PPPFA) and its associated regulations, Broad-based Black Economic Empowerment Act (BBBEEA) etc. Valid driver's license.

DUTIES:

Monitor and support municipalities and municipal entities by means of: Conducting needs assessment by collecting and analyzing relevant data. Categorizing commodities and confirming availability of funds. Conducting needs assessment by collecting and analyzing relevant data. Categorizing commodities and confirming availability of funds. Conducting a market and industry analysis and drafting specifications / Terms of Reference and Special Conditions of Contract. Drafting specifications / Terms of Reference and Special Conditions of Contract. Compiling a procurement plan. Executing bids/quotations. Managing logistics operations. Developing and implementing the disposal plan. Developing and implementing a scm performance system. Managing and administering contracts. Compiling, managing and maintaining the supplier database. Audit action plans in line with their scm-related audit findings. Reporting scm quarterly and annual information as required to internal and external stakeholders, in adherence to scm regulation 6. Monitor and evaluate SCM policies and procedures in line with MFMA scm regulation 3. Implementation of the Action action pPlans to address specific areas of scm weaknesses identified through the FMCMM mscm module 18 (17 questions) and Mmodule 21 (130 questions). Implementation of the Supply Chain Management scm Toolkit. Manage the resources allocated;

ENQUIRIES:

Mr. H Loburu, Telephone number: 051 403 3742