



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 new Z.83 form (**Updated version that came into effect on 1 January 2021**), obtainable from any Public Service Department and must only be accompanied by copies of highest relevant qualification (**a transcript of results must be attached or subjects should be mentioned in the CV**), certificates relating to the post requirements, identity document, driver's license (if required) and a concise C.V. Applicants are requested to complete the Z.83 form properly and in full. The department, post name and reference number of the advertised post should be stated on the Z.83. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed 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. 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. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification verification and previous employment verification). The Department reserves the right not to make appointments on the advertised posts.

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. W van Zyl, Fidel Castro Building, Tel No: (051) 405 5266 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, ground floor, Fidel Castro Building, Cnr. Markgraaf and Miriam Makeba Streets, Bloemfontein. Applications can also be e-mailed to recruitment.fstresury@gmail.com or recruitment@treasury.fs.gov.za.

CLOSING DATE: 24 December 2021

SECRETARY: OFFICE OF THE DIRECTOR: SUPPLY CHAIN MANAGEMENT AND ASSET MANAGEMENT
REFERENCE NO: FSPT: 025/21

SALARY: Salary level 5 – A basic salary of R 176 310.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A Grade 12 certificate or equivalent certificate/qualification with typing as a passed subject. A minimum of one (1) year relevant experience. Knowledge of relevant legislation and policies, e.g. The Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literate in MS Word, Excel and Power Point. Sound organizational skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation skills. Good verbal and written communication skills.

DUTIES:

Provide secretarial/receptionist support service to the Director. Provide a clerical support service to the Director. Render supply chain management support services to the Director. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the Director.

ENQUIRIES:

Ms. L Riddles: 051 405 5521