



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 this post and candidates whose appointment/promotion/transfer will promote representativity will receive preference.



DEPARTMENT OF TREASURY

Directions to applicants: Applications must be submitted on the 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 a detailed Curriculum Vitae (**Subjects of relevant qualification(s) should be mentioned in the CV**). The Curriculum Vitae should be specific regarding previous positions occupied and the start date and end date of the position(s) should be indicated. Applicants are requested to complete the Z83 form properly and in full. The department name, post title and reference number of the advertised post should be stated on the Z83. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. Candidates will also be subjected to an integrity (ethical conduct) assessment. 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, 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). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s).

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 Mokotso, Fidel Castro Building, 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@treasury.fs.gov.za.

CLOSING DATE: 05 September 2025

ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT AND FACILITY MANAGEMENT
REFERENCE NO: FSPT 025/25

SALARY: Salary Level 7. A basic salary of R 325 101 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A relevant qualification (NQF level 6 or higher) in Supply Chain Management/Public Administration/Management/Financial Management or equivalent qualification with a minimum of three (3) years' experience in an administrative/supply chain management/financial management environment. Knowledge of: Basic personnel administration, Basic Accounting System (BAS), Treasury Regulations and Financial Regulations. Must possess the following skills: Financial management-, organizing-, numeracy-, communication-, and problem solving. Computer literate.

DUTIES:

Implement financial administration to support the Manager with financial administration. Render supply chain management support services. Supervise the provisioning of housekeeping, cleaning, safeguarding and maintenance services. Supervise human and physical resources.

ENQUIRIES:

Ms. N V Ntukela-Tyam: ntukela.tyam@treasury.fs.gov.za (strictly for enquiries purposes)