



FREE STATE PROVINCIAL GOVERNMENT

FREE STATE PROVINCE *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. P Shabe, 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

SENIOR ADMINISTRATION CLERK – ORDERS REFERENCE NO: FSPT 031/25

SALARY: Salary level 05 – A basic salary of R 228 321 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A Grade 12 certificate or equivalent certificate/qualification. Logis/BAS certificate. Knowledge of supply chain management Policy, relevant supply chain management prescripts. Must possess the following skills: Numeracy-, communication-, computer-, problem solving-, literacy-, analytical- and presentation skills. Values/attitude: Professionalism, client oriented, integrity, commitment, confidentiality, innovation, collaborative, accountability, assertive and proactive.

DUTIES:

Printing and placing orders as per approved log 1's. Place orders with approved suppliers. Handle queries related to orders and batches. Forward original batches to transit office and file copies of orders in the strong room. Prepare reports on orders printed and send backs. Manage asset room list.

ENQUIRIES:

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