

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF TREASURY**

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.



- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director: Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 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. Markgraaff and Miriam Makeba Streets, Bloemfontein.
- FOR ATTENTION** : Ms. D Motloun, Fidel Castro Building Tel No: (051) 405 4274
- CLOSING DATE** : 26 August 2022
- NOTE** Directions to applicants: Applications must be submitted on form the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must be accompanied by a detailed Curriculum Vitae only (Subjects of relevant qualifications should be mentioned in the CV). Applicants are requested to complete the Z83 form properly and in full. (Sections A, B, C and D are compulsory and Sections E, F and G do not need to be completed if a detailed CV covering the Sections is attached). The Department, post name and reference number of the advertised post should be stated on the Z.83. 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 may also be subjected to a practical test. 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). 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).

OTHER POSTS

- POST 30/186** : **SENIOR ADMINISTRATION CLERK: ORDER OFFICE REF NO: FSPT 020/22**
- SALARY** : R176 310 per annum (Level 05), (A basic salary)
- 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 Tel No: (051) 405 5757

POST 30/187 : **SENIOR ADMINISTRATION CLERK: DEMAND MANAGEMENT REF NO: FSPT 021**

SALARY : R176 310 per annum (Level 05), (A basic salary)

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 : Implement and administer supply chain management practices concerning demand processes in the department. Implement administrative measures to ensure efficient function of demand office. Maintain proper filing system according to department approved departmental filing system. Render supply chain management advisory services to the department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other supply chain related issues.

ENQUIRIES : Ms. MA Mokoena Tel No: (051) 403 3733