



## FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 10/2008

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POSTS: PROVINCIAL TREASURY**

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular and not to the Human Resource Advice, Co-ordination, and Management Directorate: Department of the Premier.

  
**DEPARTMENT OF THE PREMIER**

**DATE:**.....11/02/2008.....

Department of the Premier    Departement van die Premier    Lefapha La Tonakgolo

**Human Resource Advice, Co-ordination and Management Directorate**

# FREE STATE PROVINCIAL GOVERNMENT

## PROVINCIAL TREASURY

### SUPPLY CHAIN MANAGEMENT DIRECTORATE

**POST** : **SENIOR PROVISIONING  
ADMINISTRATION CLERK (INVENTORY)**

**SALARY** : R58 290 – R67 668 (Appointment will be on  
the first notch)

**NOTE** : Appointment is subject to vetting.

**CENTRE** : BLOEMFONTEIN

**REQUIREMENTS** : Grade 12 plus relevant experience in  
inventory.

**KEY RESPONSIBILITIES** : Assist in the stocktaking activities;  
Ensure updating of asset register;  
Do physical bar-coding of inventory items;  
Ensure that all items which have been  
earmarked for disposal are physically arranged  
for allocations;  
Ensure regular spot checks are carried out on  
inventories;  
Report about equipment permanently moved  
between inventories as well as any items sent  
for repairs

**ENQUIRIES** : Mr. B Mokobe  
TELEPHONE: (051) 405-5481

**REFERENCE NUMBER** : FSPT 010/08

**CLOSING DATE** : 25 February 2008

**POST** **PAYMENT CLERK**

**SALARY** : R58 290 – R67 668 (Appointment will be on  
the first notch)

**NOTE** : Appointment is subject to vetting.

**CENTRE** : BLOEMFONTEIN

**REQUIREMENTS** : Grade 12. Relevant experience with basic Logis knowledge.

**KEY RESPONSIBILITIES** : Capture documents according to procurement prescripts;

Record and submit captured and created payments for pre-authorization;

Prepare schedule in respect of leased photocopier and fax machines;

Return all send backs to warehouse and make follow-ups according to the send back register;

Handle payment related enquiries from service providers.

**ENQUIRIES** : Ms. A Maree  
TELEPHONE: (051) 405-4968

**REFERENCE NUMBER** : FSPT 011/08

**CLOSING DATE** : 25 February 2008

**POST** **TRANSPORT CONTROL OFFICER (1 POST)**

**SALARY** : R58 290 – R67 668 (Appointment will be on the first notch)

**NOTE** : Appointment is subject to vetting.

**CENTRE** : BLOEMFONTEIN

**REQUIREMENTS** : Grade 12 plus relevant working experience.

**KEY RESPONSIBILITIES** : Ensure payment of claims in respect of subsidized vehicles and Government Garage timeously and correctly.

Ensure the correctness regarding the applications and ordering of subsidized vehicles.

Ensure that all instructions with regard to the use, operation and maintenance of vehicles are strictly complied with.

Reporting of losses to Loss and Liability Committee.

Issue and receive vehicles.

**ENQUIRIES** : Mr. B Mokobe  
TELEPHONE: (051) 405-5481

**REFERENCE NUMBER** : FSPT 012/08

**CLOSING DATE** : 25 February 2008

**POST** : **DEPARTMENTAL TRANSPORT OFFICER.**

**SALARY** : R106 335 – R123 456 (Appointment will be on the first notch)

**NOTE** : Appointment is subject to vetting.

**CENTRE** : BLOEMFONTEIN

**REQUIREMENTS** : A three year degree/diploma plus working experience in respect of fleet management.

**KEY RESPONSIBILITIES** : Manage the payment of claims in respect of subsidized vehicles and Government Garage.

Monitor the applications and ordering of subsidized vehicles.

Monitor the implementation of all instructions with regard to the use; operation and maintenance of vehicles are strictly complied with.

Act as the secretary of the departmental Transport Advisory Committee.

Report of losses to Loss and Liability Committee.

To ensure compliance with relevant prescripts with regard to the issuing and receipt of vehicles.

Manage the resources of the section.

**ENQUIRIES** : Mr. B Mokobe  
TELEPHONE: (051) 405-5481

**REFERENCE NUMBER** : FSPT 013/08

**CLOSING DATE** : 25 February 2008

**POST** : **ACQUISITION PRACTITIONER**

**SALARY** : R85 362 – R99 108 (Appointment will be on the first notch)

**NOTE:** : Appointment is subject to vetting.

**CENTRE** : BLOEMFONTEIN

**REQUIREMENTS** : Relevant degree/diploma plus extensive working experience.

**KEY RESPONSIBILITIES** :

- Accept requisitions from different Directorates and check the budget for the availability of funds to ensure that required items form part of the budget;
- Facilitate the process of requesting quotations from suppliers for goods and services in line with the supply chain management policy;
- Compile bid documents for required goods/services and invite, receive and evaluate bids from qualified bidders;
- Liaise with the Manager Legal Services and Labour Relations for the compilation of performance contracts of successful bidders to enable the Supply Chain Management Unit and business units to evaluate the performance of suppliers;
- Maintain a register of all contracts in the department for auditing, reporting, and answering of queries.

**ENQUIRIES** : Ms. N.V. Ntukela-Tyam  
TELEPHONE: (051) 405-5382

**REFERENCE NUMBER** : FSPT 014/08

**CLOSING DATE** : 25 February 2008

## **APPLICATIONS**

: Attention: Mrs. GMC Gildenhuys  
Free State Provincial Treasury  
Provincial Government Building  
Room 431  
Private Bag X 20537  
Bloemfontein  
9300  
Tel No: 051-405 4274

***Free State Provincial Treasury is an equal opportunity affirmative action employer.***

It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference. The Department reserves the right not to fill any of the advertised post(s).

### **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, driver's license, identity document and a C.V. (Separate application for every vacancy).
- 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.
- No e-mailed or faxed applications will be considered.
- 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.