



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 49/2008

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 not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.

DEPARTMENT OF THE PREMIER

DATE: 2008 / 06 / 04

Human Resource Advice, Co-ordination and Management Directorate

P.O. Box 517, Bloemfotein, 9301

Lebohang Building, Ground Floor, Cnr St Andrews and Markgraaf Streets, Bloemfotein

Tel: (051) 405 4370 Fax: (051) 405 4707

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FREE STATE PROVINCIAL GOVERNMENT

PROVINCIAL TREASURY

SUPPLY CHAIN MANAGEMENT DIRECTORATE

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, with basic understanding of any procurement system.
KEY RESPONSIBILITIES	<p>: Capture documents according to procurement prescripts;</p> <p>Record and submit captured and created payments for pre-authorization;</p> <p>Prepare schedule in respect of leased photocopier and fax machines;</p> <p>Return all send backs to warehouse and make follow-ups according to the send back register;</p> <p>Handle payment related enquiries from service providers.</p>
ENQUIRIES	<p>: Ms. B. Hlalele TELEPHONE: (051) 403-3527</p>

REFERENCE NUMBER : FSPT 027/08

CLOSING DATE : 27 June 2008

POST : **SENIOR ADMINISTRATION CLERK**

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

NOTE : Appointment is subject to vetting.

CENTRE : BLOEMFONTEIN

REQUIREMENTS : A grade 12 Certificate

KEY RESPONSIBILITIES :

- Accept requisitions from different Directorates and check the budget for the availability of funds to ensure that required items forms 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 documentation for required goods/services and invite, receive and evaluate bids from qualified bidders;
- Liase 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. S. Qwesha
TELEPHONE: (051) 405-4289

REFERENCE NUMBER : FSPT 028/08

CLOSING DATE : 27 June 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.