



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CORPORATE SERVICES DIVISION

BIDS ADMINISTRATOR

Remuneration Package R299,709.00 per annum (Excl. benefits)

Reference: (Ref. S069/2018)

Pretoria

The incumbent will be required to: Assist the Bids Management unit with the terms of all the bids processes in an administrative and logistical manner.

Qualifications and experience requirements: A minimum National Diploma/ Degree in Supply Chain Management as recognised by SAQA • A minimum 2 years' experience obtained in a supply chain environment • Knowledge and experience of the Supply Chain Framework.

Some key outputs include: Administrative Support: Assist with the evaluation of transactions pertaining to the prescribed contained within the Preferential Procurement Regulations • Invite, evaluate and award quotations within a specified threshold • Advice clients on the compilation of terms of reference, specifications and evaluation criteria of bids • Verify the acquisition of commodities with regard to the contract terms and conditions • Prepare advertisement and co-ordinate briefing sessions for bids • Provide secretarial function to bid committees **Bids Management:** Accept and verify bid documentation in conjunction with the Tender Information centre • Establish pre-qualification processes after closing date of bids in accordance with the special conditions of contract • Prepare evaluation sheets and signing of Declaration of interest and Code of Conduct forms by evaluation bid committee members • Assist with the facilitation of the validity of bids prior to award **Communication:** Obtain additional information in writing from bidders where applicable • Prepare and issue letters to successful bidders • Submit documentation of suppliers for verification and

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. Our buildings are accessible to people with disabilities.

Applications should be accompanied by a fully completed Z83 (non-negotiable) comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria 0001 or to the e-mail address mentioned. Kindly note: applications that are not accompanied by a fully completed Z83 will not be considered including late applications. The Department reserves the right not to fill the post.

Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful candidates will be appointed on probation for the period of twelve (12) months to the prescribed rules

All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 month of the closing date, please regard your application as unsuccessful.



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screening of companies **Client Support:** Support in gathering and analysing spot buy data to reduce spot buys •
Provide input on supplier performance.

Applications may be sent via e-mail to recruit.cs@treasury.gov.za closing date: 23 November 2018 at 12:00.

For further information regarding the positions please visit our careers page <http://www.treasury.gov.za/careers/default.aspx> or contact: Ms Caroline Modibane on 012 315 5092.

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