



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

## CORPORATE SERVICES DIVISION

### SOURCING ADMINISTRATOR

**Remuneration Package R316,791.00 per annum (Excl. benefits)**

**Reference: (Ref. S025/2020)**

**Pretoria**

**The incumbent will be required to:** To execute the requisition process and liaise relevant identified suppliers on the alignment and compliance pertaining to agreed SLA's.

**Qualifications and experience requirements:** A minimum National Diploma/ Degree in Procurement/ Logistics/ Supply Chain Management. • A minimum 2 years' experience obtained in a Supply Chain Management environment. • Knowledge of the functionality of Supply Chain Management and financial systems (e.g Logis/ BAS). • Knowledge of the Supply Chain Management policies and procedures.

**Some key outputs include: Verify validity of requests for quotations:** Execute purchase orders from approved requisitions and liaise with suppliers on orders and ensure specifications are understood by suppliers. • Liaise with contract/ supplier to complete requisitions in accordance with approved Sourcing & Procurement prescribes. • Review and verify supporting documentation for correctness. • Amend proposal on confirmation of stakeholders. **Gender Advice Proposals on the Procurement System:** • Publish request for quotation, review received quotes, capture surrogate quotes and evaluate. • Review and verify supporting documentation for correctness prior to advice on system. • Amend or cancel request for proposals on the system on confirmation of stakeholders. **Initiate creation of orders on system:** Receive spot buy request and analyse spot buys specification and business criticality • Align and adhere to budget allocations and execute regular reviews to determine if costs were spending properly. • Verify supporting

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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 in pdf format and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the full name of the position on the subject line of the email, to the e-mail address mentioned.

Kindly note: applications that are not compliant with the above requests will not be consider. 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 into 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 months of the closing date, please regard your application as unsuccessful.



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documentation of order request prior to approval and cancel, maintain or amend orders on system where discrepancies have been detected. **Invoice distribution and clarification:** Initiate the validation of invoices for relevance when liaising with stakeholders in confirming the accuracy of orders. • Liaise with suppliers on outstanding or late deliveries of goods and determine actual dates. • Collaborate with stakeholders to resolve issues with invoices, damaged goods and shipment dates for specified items. • Develop and implement measurements to monitor performance of suppliers against contract terms and conditions.

Applications may be sent via e-mail to [Recruit.CS@treasury.gov.za](mailto:Recruit.CS@treasury.gov.za)

**Closing date:** 9 March 2020 at 12:00pm

***Please note: We only accept applications sent via email to the above mentioned email address in a PDF format. The National Treasury no longer accepts hand delivered or posted applications.***

***Please also ensure that you read the full advert for guidance on how to send your applications.***

For further information regarding the positions please visit our careers page <http://www.treasury.gov.za/careers/default.aspx> or contact: Human Resources on 012 315 5100.

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