



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE CHIEF PROCUREMENT OFFICER

Transversal Contracting Support (x3)

Reference: (Ref. S017/2020)

Remuneration Package: R257,508.00 per annum (excluding. benefits)

Pretoria

The incumbent will be required to: To provide contract management support to ensure efficient tender administration process, contracting administration process and supplier relationship management.

Qualifications and Requirements: A minimum Grade 12 qualification coupled with a certification in Office Administration from a reputable institution • A minimum 2 years' experience obtain in Supply Chain Administrative environment • Knowledge in the administration and management of tender documents.

Some key Outputs include: Tender Information Support: Prepare and capturing and opening of tender documents • Preparing address list for the tender documents • Ensure that all tender documents are numbered • Manage tender closing process of the National Treasury in accordance to strict time frame • Convert manual bids to electronic submission through Electronic Respond System (ERS) and Procure • Assist with arranging and attending of the Bid Adjudication Committee and Bid Specification Policy Committee meeting • Advice public and prospective bidders on the tender related queries • Attend to the tender box on closing date of the tender • **Tender Admin Support:** Create tender pack (SBD's and all other relevant documents • Creation of bid/pricing schedule on the e-procurement system before BQRC meeting • Uploading of tender documents on the e-tenders system and eProcurement system • Filing documents according to the filing plan at each milestone of the tender process (volume document files) and I drive. •

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 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 considered. 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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Take critical notes of the BQRC meeting • Advertise on e-Tenders portal and Government Printing Works in consultation with TIC for closing date of the bid • Scheduling, preparation of various committee meetings (BSC, BQRC, Briefing Sessions, BEC) and taking minutes, code of conduct, declaration of interest and attendance registers • Assist ASD with prequalification evaluation and identify administrative discrepancy that requires clarification in the bid documents • Issue Clarification letters to bidders • Issue letter of award/regret letters • **Contract Admin Support:** Manage request for pre and post participation process • Issue request for participation letters to state institutions • Guide prospective participants on the process to follow when requesting for participation • Receive, process and keep records of participation requests • Create a folder on master document (I-drive) for filing and volume files as per filing plan • Contract amendment administration (Price adjustment, post participation, any amendment to be loaded on the website and communicated to all the users (Institutions and Suppliers) • **Stakeholder Relations & Support:** Manage central emails for queries and timeous response • Allocate emails to D, DD, ASD and follow ups until the query is closed • General support to D, DD and ASD.

Applications may be sent via e-mail to Recruit.irep@treasury.gov.za

Closing date: 24 February 2020 at 12:00 pm

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>

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