



**Department of Economic  
Development and Tourism  
Umyango Wezokuthuthukiswa  
Komnotho Nezokuvakasha**

**KWAZULU-NATAL PROVINCIAL GOVERNMENT**

270 Jabu Ndlovu Street, Pietermaritzburg, 3201  
Tel: +27(33) 264 2626: Fax 0866 776 788  
Private Bag X 9152  
Pietermaritzburg, 3200  
Email: [nkathat@kznded.gov.za](mailto:nkathat@kznded.gov.za)  
[info@kznded.gov.za](mailto:info@kznded.gov.za)  
[www.kznded.gov.za](http://www.kznded.gov.za)

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## **DEPARTMENTAL VACANCY CIRCULAR: NO.8 OF 2010**

**Applications are invited from suitably qualified and experienced persons for filling the following position.**

**(NB! Preference will be given to persons residing within the KZN-Province)**

**ADMINISTRATION CLERK: ACQUISITION (REF: ADMIN -03 /SEPT-2010)**

**SALARY: R 5 500.00 p.m**

**EMPLOYMENT TYPE: TEMPORARY**

**DURATION: 12 MONTHS**

**REQUIREMENTS:** Applicants must have a Senior Certificate and one year experience in procurement. Computer literacy is a prerequisite.

**Competencies required:** ♦ Knowledge of PFMA, BBBBB Act, Treasury Regulations, SCM Practice Notes and KZN SCM Framework. ♦ Code of conduct for SCM Practitioners ♦ Departmental Procurement Procedures ♦ Report writing skills ♦ Ability to work under pressure ♦ Excellent interpersonal and communication skills (written and verbal) ♦ Candidates must be self-driven, motivated, results oriented and professional.

**Key responsibilities include:**

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**"Together, Building a Winning Province"**

- ◆ Invitation of bids & quotation for projects and preparation for evaluation and adjudication thereof.
- ◆ Provisioning for goods and services, including invitation of quotations, evaluation and preparation of submission for award.
- ◆ Reporting.
- ◆ Administration of databases.
- ◆ Document management.

**ENQUIRIES:**

**Ms N Hlongwa**

**TEL NO:**

**033 264 2586**

### **NOTES TO CANDIDATES**

1. The Department of Economic Development is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts. The candidature of person whose appointment/promotion/transfer will promote representivity will receive preference. An indication in this regard will facilitate the process of applications.
2. **LOCATION: PIETERMARITZBURG** (Not unless otherwise specified for the post)
3. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned post at anytime prior to an appointment being made.
4. All applications must be submitted on Form Z83 obtainable from any Public Service department, and be accompanied by certified copies of qualifications, Identity Document, and a comprehensive CV. Should an applicant be in possession of a foreign qualification it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
5. **Applicants' educational qualifications will be verified and references will be checked.**
6. Forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement to: **The Head, Department of Economic Development and Tourism, Private Bag 9152, Pietermaritzburg, 3200 for the attention of Ms. Zama Dlomo**

7. Candidates are encouraged not to send their applications through registered mail, as the Department will not take responsibility for non-collection of those applications.
8. Interested persons may contact the above relevant person next to the posts for further information.
9. Due to the anticipation of the volume of applications we will receive in response to this advertisement, correspondence will be limited to short-listed candidates only. Should you not hear from us within two months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants are informed that applications, copies of qualification and CV's will not be returned.
10. NB: Fax, e-mail, incomplete and late applications will not be considered. It is the responsibility of the candidates to ensure that their applications reach the Department timeously.
11. **Applications may only be posted or hand-delivered to Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201.**

**12. CLOSING DATE: 13 SEPTEMBER 2010**