



KWAZULU-NATAL PROVINCE
TREASURY
REPUBLIC OF SOUTH AFRICA

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PAID
FINANCIAL OFFICE

SPECIFICATION FOR GOODS AND SERVICE

DESCRIPTION OF GOODS OR SERVICES

SUPPLY CHAIN MANAGEMENT CLERK: DEMAND AND ACQUISITION MANAGEMENT (LEVEL 3) X 2

ITEM

- Appointment of supply chain clerk to be dedicated to supply chain management for a period of 12 months.

• GEOGRAPHICAL LOCATION OF POST

Pietermaritzburg: KZN Provincial Treasury
145 Chief Albert Luthuli Street, 1st Floor,
Treasury House

KEY RESULT AREAS

- Facilitate the acquisition of goods and services.
- Provide administration support.
- Assist to facilitate the administration of bidding process.
- Render secretarial support service to the bid committees
- Knowledge: basic accounting systems, PERSAL, MTEF, budget process, Central Supplier Database, e-Tender Portal, PFMA, Treasury Regulations, Supply chain management, internal controls procedures, advanced MS office applications.
- Skills: good verbal communication, strong organizational and problem-solving skills, and computer literacy
- Minimum education and training: Diploma / Degree in SCM / Commerce / Public Management
- Minimum relevant experience: 12 months experience in the relevant field
- Values/attributes: confidentiality, fairness, respect, and honesty
- Communication: internally, responsibility managers and officials
- Physical demands/hazardous conditions: work under pressure and meet deadlines.
- Use a computer for prolonged periods.
- Hours of work: **07h30 to 16:15** unless required to work additional hours.
- Rate: R 70,27 per hour exclusive of commission
- Duration: 12 months

Please include a maximum of 4 CV's. Candidates will be required to complete a competency assessment test.



POST	QUALITY	PERIOD	DEPARTMENT RATE (INCLUSIVE OF STANDATORY REQUIREMENTS)	COMPANY RATE PER HOUR	COMPANIES COMMISSION FEES	VAT @ 15%	GRAND TOTAL COST FOR DURATION OF TWELVE MONTHS
SCM Clerks	Level 3 (2 Posts)	12 Months	R 70.27 per hour				
			(07:30am – 16:15pm)				

Kwa-Zulu Natal
Provincial Treasury
2026 -02- 0 6
CHIEF FINANCIAL OFFICE
PAID