

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(FREE STATE CET COLLEGE)**

The Department of Higher Education and Training is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of this post.

- APPLICATIONS** : Submitted via post or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300.or email ALekgau@FS.CETC.edu.za.
- FOR ATTENTION** : Mr MA Lekgau
- CLOSING DATE** : 06 June 2025 at 16:00
- NOTE** : The Application must include only completed and signed new form Z83, obtainable from any Public Service Department of on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae and academic record of the highest qualification. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The old Z83 form may result in disqualification. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date will not be considered.

OTHER POST

- POST 17/24** : **SUPPLY CHAIN CLERK REF NO: FSCET 01/06/2025 (BLOEMFONTEIN)**
- SALARY** : R228 321 per annum (Level 05)
- CENTRE** : Free State CET College
- REQUIREMENTS** : An appropriate National Diploma/Bachelor's degree in finance and experience in Supply Chain/Procurement environment will be added as an advantage. Sound knowledge of PFMA, Treasury Regulations, Supply Chain Management and PPPFA. Good analytical, report writing and administrative skills. Good written and verbal communication skills. Good interpersonal skills. Good administration skills. Able to work under pressure. Be reliable and determined. Computer literacy in MS Excel; Word; and MS Outlook.
- DUTIES** : The successful candidate will be expected to execute various administrative tasks including but not limited to: Render demand & acquisition clerical support. Render logistical support services. Render asset clerical support, assist during verification of assets and maintain fixed asset register. Manage and maintain the contracts of the College, monitor and update contract register frequently. Financial support services within the Supply Chain. Scan, file and upload all documents on the system. Collect all budget inputs and consolidate. Monitor the expenditure.
- ENQUIRIES** : Mr AM Legau Tel No: (051) 250 4021 Email: Alekgau@FS.CETC.edu.za