

**POST:**                    **PROVISIONING ADMINISTRATIVE OFFICER: QUOTATIONS  
MANAGEMENT 2 POSTS REF: 280114/10**

**SALARY:**                    R 183 438 per annum (Level 7)  
**CENTRE:**                    Pretoria

**REQUIREMENTS:**    A national diploma or degree in Public Management/Finance/Supply Chain Management. Three (3) years experience in Acquisition Management. Knowledge of organizational and government structures. Knowledge and understanding of Supply Chain Management Framework and processes. Understanding of the application of SCM procedures and Delegations. Knowledge and understanding of the application of Broad based Black Economic Empowerment. Report Writing and communication skills. Accountability and good ethical conduct.

**DUTIES:**                    Sourcing of quotations from suppliers. Conducting CIPC verification and VAT Vendor search on suppliers. Receiving of quotations. Drafting the final memorandum for awarding of quotations. Communication with clients on the status of their requests. Drafting progress reports on the requests allocated.

**ENQUIRIES:**                Ms E Kgwadi, Tel (012) 336 7120