

**POST:** **SENIOR ADMIN CLERK: BIDS MANAGEMENT (PERMANENT) 2**  
**POSTS REF: 280114/13**

**SALARY:** R 123 738 per annum (Level 5)  
**CENTRE:** Pretoria

**REQUIREMENTS:** A grade 12 certificate. A national diploma or degree in Public Management/Finance/Supply Chain Management will be an added advantage . One (1) year working experience. 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. Accountability and good ethical conduct.

**DUTIES:** Advertisement of bids. Opening of bids, Attend Bids Evaluation Sessions and take minutes. Assist the Bid Adjudication committee secretariat with document compilation and distribution to members. Finalize quotations above R30k.

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