



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 44/2008

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: PROVINCIAL TREASURY

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.

DEPARTMENT OF THE PREMIER

DATE: 2008 | 05 | 26

Human Resource Advice, Co-ordination and Management Directorate

P.O. Box 517, Bloemfotein, 9301

Lebohang Building, Ground Floor, Cnr St Andrews and Markgraaf Streets, Bloemfotein

Tel: (051) 405 4370 Fax: (051) 405 4707

www.fs.gov.za



treasury

Department of
Treasury
FREE STATE PROVINCE

PHYSICAL ASSET MANAGEMENT SUB-DIRECTORATE

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| POST | SENIOR ASSET MANAGEMENT PRACTITIONER (3 POSTS) |
| SALARY | : R132 054 – R153 312 (Appointment will be on the first notch) |
| NOTE | : Appointment is subject to vetting. |
| CENTRE | : BLOEMFONTEIN |
| REQUIREMENTS | : Degree/Diploma in Accounting/Financial Management/Public Administration and Management. Knowledge of Supply Chain Management as well as experience in Logis environment. A valid driver's license. |
| KEY RESPONSIBILITIES | <p>: Monitor effective and efficient utilization of movable and immovable physical assets at Department responsibility;</p> <p>Evaluate Departmental Asset Management Reform (AMR) implementation plan/action;</p> <p>Assist with capacity building of officials responsible for Asset Management in Provincial Departments;</p> <p>Compile and submit weekly, monthly/annual reports to the Asset Management Specialist as well as updating of filing/administration of relevant department;</p> <p>Update own files and records of relevant department.</p> |
| ENQUIRIES | : Mr. A van der Walt TELEPHONE: (051) 404-8077 |
| REFERENCE NUMBER | : FSPT 022/08 |
| CLOSING DATE | : 13 June 2008 |

APPLICATIONS

: Attention: Mrs. GMC Gildenhuys
Free State Provincial Treasury
Provincial Government Building
Room 431
Private Bag X 20537
Bloemfontein
9300
Tel No: 051-405 4274

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| HUMAN RESOURCES MANAGEMENT SUB-DIRECTORATE |
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| POST | : HUMAN RESOURCES CLERK |
| SALARY | : R68 955 – 80 058 (Appointment will be on the first notch) |
| NOTE | : Appointment is subject to vetting. |
| CENTRE | : BLOEMFONTEIN |
| REQUIREMENTS | : A Grade 12 Certificate. |
| RECOMMENDATION | : Appropriate human resources experience. |
| KEY RESPONSIBILITIES | <p>: Capturing of career incidents of employees on Persal and on the Personnel files of employees;</p> <p>Responding to general human resources enquiries;</p> <p>Administer the appointment of new employees as well as promotions and transfers of employees.</p> |
| ENQUIRIES | <p>: Ms M Claassen TELEPHONE: (051) 405-4919</p> |
| REFERENCE NUMBER | : FSPT023/08 |
| CLOSING DATE | : 13 June 2008 |

APPLICATIONS

: Attention: Mrs. GMC Gildenhuys
Free State Provincial Treasury
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9300
Tel No: 051-405 4274

Free State Provincial Treasury is an equal opportunity affirmative action employer.

It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference. The Department reserves the right not to fill any of the advertised post(s).

Directions to applicants:

- Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy).
- Candidates who possess foreign qualifications and/ or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications.
- No e-mailed or faxed applications will be considered.
- Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.