

# FREE STATE PROVINCE




## FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 101/2007

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POST: 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 and not to the Human Resource Advice, Co-ordination, and Management Directorate: Department of the Premier.

  
**DEPARTMENT OF THE PREMIER**  
**DATE:** 2007/11/12

Department of the Premier ▼ Departement van die Premier ▼ Lefapha La Tonakgolo

**Human Resource Advice, Co-ordination and Management Directorate**

# **FREE STATE PROVINCIAL GOVERNMENT**

## **PROVINCIAL TREASURY**

### **ASSET MANAGEMENT DIRECTORATE**

|                             |   |
|-----------------------------|---|
| <b>POST</b>                 | <b>: ASSET MANAGEMENT SPECIALIST</b>  |
| <b>SALARY</b>               | : R157 686 – R183 066 (Appointment will be on the first notch)  |
| <b>CENTRE</b>               | : BLOEMFONTEIN  |
| <b>REQUIREMENTS</b>         | : A Bachelor's degree in Economics/Accounting/ Business Administration/ Administration or equivalent qualification.   |
| <b>RECOMMENDATIONS</b>      | : Excellent writing skills and verbal communication ability, inclusive of presentations. Ability to be a team leader. Sound knowledge of Asset Management Reform processes and principles, especially in a Treasury environment. Ability to develop policies. Sound managerial, organizing, research, analytical and thinking skills. Computer literate. Valid driver's license.  |
| <b>KEY RESPONSIBILITIES</b> | <p>: Promoting and monitoring the effective and efficient utilization and processes of movable and immovable physical assets in the Free State Provincial Departments and Public Entities;</p> <p>Monitoring the implementation and adherence to Physical Asset Management Reform Plans and Practices in departments;</p> <p>Assisting with capacity building of officials responsible for Physical Asset Management in Provincial Departments;</p> <p>Compilation of credible Asset Management Policy/Practice Notes which are consistent with National Norms and Standards;</p> |

Compilation and submission of an Operational Plan and Annual Reports;

Providing guidance, leadership and direction to the subordinates as well as to ensure prudent co-ordination and processing of their tasks;

**ENQUIRIES**

: Mr A. van der Walt  
TELEPHONE: (051) 409-8636

**REFERENCE NUMBER  
CLOSING DATE**

: FSPT 054/07  
: 26 November 2007

**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

***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 this post 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, 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.