



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 96/2007

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: DEPARTMENT OF PUBLIC SAFETY, SECURITY AND LIAISON

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:.....2007/10/15.....

Department of the Premier Departement van die Premier Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF PUBLIC SAFETY, SECURITY AND LIAISON**

The Free State, Department of Public Safety, Security and Liaison is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender, and disability) in the department through filling of these posts and the candidates whose appointment/promotion/transfer will promote representativity will receive preference.

POST 1 : Administration officer: Logistics

SALARY : R106 335.00

CENTRE : Bloemfontein

REFERENCE : PSSSL/AOL/1007

REQUIREMENTS : Appropriate three year degree or equivalent.
Knowledge of: Treasury Regulations, PFMA, SCM regulations, LOGIS I & II, Asset Management, departmental policies and directives, relevant circulars. **LOGIS system control course will be an added advantage.**

KEY RESPONSIBILITIES : Responsible for the management of Logistic function of the department. The clearing of LOGIS reports. Responsible for the maintenance of asset and disposal (Reconcile LOGIS/BAS) Responsible for the management of the transport functions and administration of Fleet in the department. Responsible for the management of the Petty Cash of the department. Supervision over, training and Performance Management of subordinates.

PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.



APPLICATIONS : Applications should be submitted on a Z83 form, accompanied by certified copies of qualification certificates, ID and Drivers licence.

Attention : Mr Mekwa: HRM, P.O. Box 119, Bloemfontein, 9300, OR Room 217 PERM building, Maitland Str, Bloemfontein, 9300

Enquiries: Mr A Ramutsindela (051)4098866

NOTE

: General requirements: Verification on qualifications and South African citizenship will be conducted and no e-mail or faxed applications will be considered.

CLOSING DATE:

: 26 October 2007
