



the premier

Department of  
the Premier  
FREE STATE PROVINCE

## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 47/2008**

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POST: DEPARTMENT OF THE PREMIER**

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:**

2008/06/02

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

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## DEPARTMENT OF THE PREMIER

**Free State Department of the Premier 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.

### **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). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies.
- No e-mailed or faxed applications will be considered.
- Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- The successful candidate will be subjected to the verification of qualifications, reference checks as well as a criminal record check.
- Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

## FINANCIAL AND SUPPLY CHAIN MANAGEMENT DIRECTORATE

**POST:** **Specialist: Asset and Transport Management**

**SALARY:** Level 8 - R132 054 per annum

**CENTRE:** BLOEMFONTEIN

**REQUIREMENT:**

- An appropriate B degree or equivalent qualification and/or relevant experience.
- Knowledge of applicable legislation, policies, strategies including the Public Finance Management Act, 1999 (Act No. 1 of 1999).

**RECOMMENDATION:** Good computer skills and successful completion of LOGIS courses will be an added advantage.

**KEY RESPONSIBILITIES:**

- Oversee Asset Management in the department by ensuring that the necessary policies/procedures are in place to guide inventory control, use and disposal of assets to make the most of their service delivery potential over the entire life cycle.
- Ensure that risks pertaining to assets are identified and that policies/procedures are developed to minimize the risks and losses for the Department of the Premier.
- Ensure the development and maintenance of an asset management register for the Department of the Premier to contribute to the effective and efficient safeguarding and disposal of assets.
- Manage transport services to ensure the availability of vehicles, proper record keeping of trips, effective and efficient utilization and disposal of vehicles.
- Ensure the cost-effective disposal of material/items for the Department of the Premier including the development of a database for capturing information on items to be disposed of.
- Overall management of the resources of the Division to ensure the smooth running of the component.
- Ensure the development and maintenance of lease register.
- Compile the reconciliation between BAS and LOGIS Systems.

**REFERENCE NO:** S: A&TM

**ENQUIRIES:** Mr. A.I. Tlhasedi  
Tel: (051) 405 5691

**APPLICATIONS:** Ms. P. Norval  
Department of the Premier  
Human Resources Advice, Co-ordination and Management Directorate  
PO Box 517  
BLOEMFONTEIN  
9300

**or**

Hand deliver to:  
Mr. Brian Modise  
Room 22, Lebohang Building  
BLOEMFONTEIN

The Free State Provincial Government is an equal opportunity, affirmative action employer and it is committed to the achievement and maintenance of diversity and equity employment

**CLOSING DATE:** **20 June 2008**