

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 25/2010

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

THIS CIRCULAR REPLACES CIRCULAR NO 23 OF 2010:
DEPARTMENT OF TREASURY

ADVERTISEMENT OF POST: DEPARTMENT OF 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:06/08/2010.....

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



FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

DEPARTMENT OF TREASURY

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). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. 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. 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.

POST: SENIOR ASSET MANAGEMENT PRACTITIONER
REFERENCE NO: FSPT 025/09

SALARY: Salary level 8 – A basic salary of R 161 950 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- Grade 12 or equivalent qualification.
- Experience in asset management, supply chain management and infrastructure management.
- Valid driver's license
- Computer literacy in windows XP, Vista

DUTIES:

- Monitor and ensure the effective and efficient utilization of movable and immovable physical assets
- Evaluation of departmental asset management on Key Performance Indicators (KPI's)
- Assist with capacity building of officials responsible for asset management in Provincial Departments
- Compile and submit monitoring and evaluation (M&E) plans and monthly plans to the Asset Management Specialist
- Compile and submit weekly, monthly plans and monthly/annual reports to the Asset Management Specialist and update filing/administration of relevant Department
- Update own files and records of relevant Department

ENQUIRIES:

Mr. A Van der Walt, Telephone number: 051 403 3795

APPLICATION FOR THE DEPARTMENT OF FREE STATE PROVINCIAL TREASURY TO BE SUBMITTED TO::

Quoting the reference number, must be forwarded to Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Or delivered by Hand to Ms. MS Ramangoela in Room 426b, Provincial Government Building, Tel No: (051) 405 5323

CLOSING DATE: 20 August 2010