

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 27/2010

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

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

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DATE: 20 / Aug / 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: ASSET MANAGEMENT SPECIALIST
REFERENCE NO: FSPT 027/10

SALARY: Salary level 9 – A basic salary of R 192 540 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- A Bachelor's degree or diploma in Economics/ Accounting/ Business Administration/ Administration or equivalent qualifications.
- Experience in asset management, supply chain management and logis.
- 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 in Free State Provincial Departments and Public Entities.
- Monitor the implementation and adherence to Physical Asset Management Reform Plans and Practices in Departments.
- Assist with capacity building of officials responsible for Physical Asset Management in Provincial Departments.
- Compile credible Asset Management policies/ Practice Notes which are consistent with national norms and standards.
- Compile and submit Operational Plans, Monthly, Quarterly and Annual Reports to the Manager.
- Provide guidance, leadership and direction to subordinates and ensure prudent co-ordination and processing of their duties.

ENQUIRIES:

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

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

The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. MS Ramangoaela, Provincial Government Building, Tel No: (051) 405 5323 or deliver by hand to Ms Ramangoaela in Room 426(b), Provincial Government Building, Bloemfontein.

CLOSING DATE: 3 September 2010