



FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT

The 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 or subjects should be mentioned in the CV**), driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. Candidates who apply for posts on salary level 9 and higher will also be subjected to a competency assessment as well as a practical test. 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.

APPLICATIONS 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. N Mokotso, Fidel Castro Building, Tel No: (051) 405 5323 or deliver by hand to Ms. N. Mokotso in Room 426(b), Fidel Castro Building, Bloemfontein.

CLOSING DATE: 12 June 2015

ASSET MANAGEMENT SPECIALIST REFERENCE NO: FSPT 015/15

SALARY: Salary level 9 – A basic salary of R 270 804.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A Bachelor degree/ diploma in Accounting/ Financial Management or equivalent qualification with a minimum of six years' experience in an asset management financial management environment. Knowledge of the Public Finance Management Act, Treasury Regulations, LOGIS and Basic Accounting System (BAS). A valid drivers license. Computer literacy.

DUTIES:

Coordinate the monitoring of the utilization of moveable and immovable physical assets of the Free State Provincial Departments. Assist departments with the compilation of asset registers using Logis. Conduct and assist with capacity building of officials in line departments on asset management. Compile monthly reports on the state of asset management in Departments. Compile and distribute minutes of the Physical Asset Management Steering Committee, the Physical Asset Management Forum and the Physical Asset Management Committee. Evaluate and discuss physical asset management key performance indicators of Departments with regard to physical assets. Manage the allocated human resources and assets of the Division.

ENQUIRIES:

Mr. TM Mabilo: (051) 405 4175