



PROVINCIAL TREASURY

MANAGER: ASSET MANAGEMENT (LOGISTICS & ASSET MANAGEMENT)

Salary: R434 505 per annum (Ref. PT 12/28)

Bhisho

Requirements: • BCom degree/National Diploma with Accounting as one of the major subjects, coupled with three years' relevant experience of which two years should have been at supervisory level (Assistant Manager level) in the SCM environment with special focus on asset management • In-depth understanding of the Public Sector asset management guidelines • Knowledge of relevant policies and regulations • Sound project and contract management and communication skills • Sound knowledge of Microsoft Office package • Knowledge of BAS and LOGIS will be an added advantage.

Key performance areas: • Develop, review and implement Departmental Asset Management policies and procedures • Maintain an asset register that complies with the prescripts • Generate periodic reports on Asset Management • Ensure that proper and accurate Asset Management records are kept • Ensure optimal utilisation of Departmental Fleet • Develop, review and implement Fleet Management policies and procedures • Assist in the implementation of PMDS • Assist in the compilation and management of the sectional budget • Manage departmental contracts.

Application instructions

Applications must be submitted on the Application for Employment Form (Z83), obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's licence (where applicable) and Identity Document (with an original certification stamp, Z83 form must be signed by an original signature).

It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA).

The Department of Provincial Treasury welcomes females and people with disabilities.

Short-listed candidates will be required to undergo competency assessments and security clearance.

All the appointments are subject to State Security Agency (SSA) security screening.

Applications can be forwarded through one of the following options:

- Post: The Senior Manager: Human Resources Management, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho 5605
- Hand delivery: Human Resources Section, Provincial Treasury, Room No 3052, 3rd Floor, Tyamzashe Building, Bhisho

Failure to submit a comprehensive CV, qualifications and the signed Z83 form will result in the disqualification of the application from the process.

**Enquiries can be directed to Mr P Feni at
(040) 609-5986**

Closing date: 13 July 2012

**EASTERN CAPE
PROVINCE**