

<u>POST 29/59</u>	:	<u>ASSET MANAGEMENT PRACTITIONER REF NO: DESTEA 32/08/25</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/ Diploma as recognised by SAQA in Accounting, Finance, Auditing or related field. Good verbal and written communication skills. Computer Literacy (Microsoft Excel and Microsoft Word). Good interpersonal skills. A valid driver's license. The following will be an add advantage: Knowledge of LOGIS system and relevant legislations governing Supply Chain Management.
<u>DUTIES</u>	:	Execute periodic asset spot-checks to update manual and electronic asset records of the allocated chief-users as per the attached list. Mark all the Departmental assets with bar-code. Conduct thorough investigations on all discrepancies identified after reconciliation of physical asset verification. Accurately complete and capture log 4 to update asset records on LOGIS. Facilitate that LOG 11 forms before any asset movements are done are duly completed to update asset records. Open and safely keep asset files according to approved filing systems. Be actively involved during stocktaking process especially at chief-users allocated. Ensure that asset records of all allocated chief-users are always updated. Be fully capacitated to use all relevant LOGIS selections to update asset records on LOGIS.
<u>ENQUIRIES</u>	:	Mr. J Motsetse at (079) 525 5111
<u>APPLICATIONS</u>	:	Applications can be hand delivered or sent via email to recruitment4@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.

DEPARTMENT OF HUMAN SETTLEMENTS

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

<u>APPLICATIONS</u>	:	Head: Human Settlements, Human Resource Management Directorate. P.O Box 247, Bloemfontein, 9300 OR Applications that are hand delivered must be brought to the foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein. No applications will be accepted by staff in offices in the building. OR Candidates may apply via email: recruit@fshs.gov.za (on Subject of email kindly specify the rank and reference number of the position you are applying for).
<u>CLOSING DATE</u>	:	05 September 2025 Time: 16H00
<u>NOTE</u>	:	Directions to applicants: Applications must be submitted on the new prescribed form Z.83, obtainable from any Public Service Department or on the internet at http://www.info.gov.za . The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information on the form. Applicants are not required to submit copies of qualification and other relevant documents on application but must submit the Z.83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or prior the interview following communication. If the certified copies contradict the details on the CV or Z.83 form, the candidate will automatically be disqualified and removed from the shortlist. Should the applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their application. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Applications received after closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their inquiries to the relevant person as indicated in the advertisement. Note: shortlisted candidates will be subject to criminal record check, citizenship verification, financial /asset record check, qualification /study verification and previous employment verification. Faxed or late applications will NOT be accepted. If you are not contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Applicants must be South African citizens residing in the

Free State, must be unemployed and must have never participated in a Public Service Internship programme previously.

**INTERNSHIP PROGRAMME FOR 2025/2027
(24 MONTHS)**

OTHER POSTS

POST 29/60 : **GRADUATE INTERSHIP PROGRAMME: LEGAL SERVICE REF NO: HS 07/2025 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Bloemfontein
REQUIREMENTS : A minimum qualification at NQF Level 7 in Law or LLB
ENQUIRIES : Mr. V. Rajuili at (072) 098 9442

POST 29/61 : **GRADUATE INTERNSHIP PROGRAMME: TECHNICAL SERVICE REF NO: HS 08/2025 (X3 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Bloemfontein
REQUIREMENTS : A minimum qualification at NQF Level 6 in Civil Engineering / Construction Management / Town planning / Technical related
ENQUIRIES : Ms. Z Mayisela at (082) 322 8707