



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CORPORATE SERVICES DIVISION

ASSET VERIFICATION CLERK (X2)

Six (6) Calendar Months Fixed-Term Contract

Remuneration Package R136,800.00 per annum (Excl. benefits)

Reference: (Ref. S003/2019)

Pretoria

The incumbent will be required to: Assist the National Treasury in the management and provision of an effective asset management administrative services in accounting for their assets and the disposal thereof, when necessary.

Qualifications and experience requirements: A minimum Grade 12 as recognised by SAQA • A minimum 0-1 year experience in physical asset verification • Knowledge of the asset verification and disposal process and administrative support.

Some key outputs include: **Asset Register:** Assist with supporting documentation needed and affixed all assets with an identification tag • Provide general office and administrative support pertaining to Asset Management activities **Dispose Redundant/ Obsolete Assets:** Assist with the identification of redundant or obsolete assets for disposal thereof • Assist with the verification of disposal in line with relevant regulations and departmental prescripts • Assist to remove redundant assets to demarcated area for safekeeping and ultimate disposal **Verify Departmental Assets:** Verify all departmental assets and report discrepancies and findings for investigation • Assist with the alignment of Asset Register pertaining to the verification outcomes and clean-up redundancies • Issue asset inventory forms for users to acknowledge asset verified at their area of responsibility.

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. Our buildings are accessible to people with disabilities.

Applications should be accompanied by a fully completed Z83 (non-negotiable) comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication on the subject line of the email, to the e-mail address mentioned. Kindly note: applications that are not accompanied by a fully completed Z83 will not be considered including late applications. The Department reserves the right not to fill the post.

Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful candidates will be appointed on probation for the period of twelve (12) months to the prescribed rules

All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 month of the closing date, please regard your application as unsuccessful.



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Applications may be sent via e-mail to Recruit.OMIN@treasury.gov.za

Closing date: 30 January 2019 at 12:00

Please note: We only accept applications sent via email to the above mentioned email address in a PDF format. The National Treasury no longer accepts hand delivered or posted applications.

For further information regarding the positions please visit our careers page <http://www.treasury.gov.za/careers/default.aspx> or contact: Ms Caroline Modibane on 012 315 5092.

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