

DEPARTMENT OF ENERGY

<u>APPLICATIONS</u>	:	The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)
<u>FOR ATTENTION</u>	:	Mr. D Mbhokota/ Mr. T Kekana/ Mr. P Ndlovu
<u>CLOSING DATE</u>	:	07 December 2018
<u>NOTE</u>	:	Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful. NB email or fax applications will not be accepted. People with disabilities are encouraged to apply.

OTHER POST

<u>POST 47/04</u>	:	<u>ASSISTANT DIRECTOR: ASSETS MANAGEMENT</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's Degree in Accounting/ Finance/ Business Management (NQF Level 7), plus 3 years' supervisory experience in Asset Management. PLUS the following key competencies: Knowledge of BAUD and BAS, Public Finance Management Act, Treasury Regulations, PPPFA Thinking Demand Innovative and be able to solve problems Skills Proficient in MS Office (Excel and Word)Communication skills, Management skills, Good interpersonal skills Personal Attributes, Able to provide guidance to subordinates.
<u>DUTIES</u>	:	Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management register. Monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Promote correct implementation of sound asset management practices. Supervise employees to ensure sound physical asset management.
<u>ENQUIRIES</u>	:	Ms Camagwini Ntshinga Tel No: 012 406 7829