

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from persons living with disabilities in particular. It is the department's intention to promote representivity through filling of these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.



- APPLICATIONS** : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>
- CLOSING DATE** : 04 August 2023 at 12:00 am (Midnight)
- NOTE** : The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we no longer accept applications via email or hand delivered/post. The applicants' profile on the e-Recruitment is equivalent to the new approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentations will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application however certification will be required prior to attending the interview. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. NOTE: The National Treasury reserves the right not to fill the below-mentioned posts or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.
- ERRATUM:** Kindly note that the position of Senior Financial Advisor: Municipal Finance Recovery Services (Ref No: S063/2023) advertised in the Public Service Vacancy Circular 23 dated 07 July 2023 with a closing date of 24 July 2023, the e-Recruitment system erroneously did not pick up the position captured. The closing date has been extended to 07 August 2023. We apologize for the inconvenience caused. For enquiries, please send to Recruitment.Enquiries@treasury.gov.za

OTHER POST

- POST 25/47** : **ASSET VERIFICATION CLERK REF NO: S073 / 2023 (X4 POSTS)**
 Fixed-Term Contract (6 Months)
 Division: Corporate Services
 Purpose: 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.
- SALARY** : R171 537 per annum, (excluding benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum Grade 12 qualification is required. A minimum 0 - 12 months' work experience in physical asset verification is required. Knowledge of the asset verification and disposal process and administrative support.
- DUTIES** : 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

ENQUIRIES

verification outcomes and clean-up redundancies. Issue asset inventory forms for users to acknowledge asset verified. at their area of responsibility.
Only (No applications): Recruitment.Enquiries@treasury.gov.za