



Custodian of Good Governance

INTERNAL ADVERT

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. **Persons with disability are especially encouraged to apply.** An indication of representativeness profile by applicants will expedite the processing of applications.



APPLICATIONS: Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, for attention Mr M Mabuza or you can email your application to recruitment@opsc.gov.za

CLOSING DATE: 15 March 2022 @15h45

NOTES: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to competency assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. **Applicants are advised not to utilise the Old Z 83 form since is no longer is no longer applicable, however, from 1 January 2021, a new application for employment (Z83) form was effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment (Z83) form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.**

ASSET MANAGEMENT CLERK

(REF NO: AMC/FM/02/2022)

SALARY: Basic salary of R173 703 Per Annum (Level 5)
CENTRE: PUBLIC SERVICE COMMISSION HOUSE, PRETORIA

REQUIREMENTS: *Ideal candidate profile:* Appropriate Senior Certificate (Grade 12) • 0-3 months experience in Asset Management • Operational knowledge of Microsoft Office Suite, including; Word, Excel, PowerPoint and Outlook • Good interpersonal relations • Creative, motivated, self-driven, results orientated and have initiative • Ability to work independently, under pressure and as part of a team • A valid driver's license (with exception of disabled applicants).

DUTIES: *Key Performance Areas:* Ensure proper control of departmental assets • Mark all new assets with barcodes and update the Asset Register • Control and maintain physical movements of assets and update Asset register with all the movement, additions discrepancies and disposal • Perform physical asset verification in Head Office and Provincial Offices and compile asset verification report • Maintain asset register for Private owned assets • Request monthly reports on BAS and LOGIS for reconciliation purpose • Open loss files on reported losses and issue case numbers • Maintain pool laptops register.

ENQUIRIES: MS C MALEMAJA

TEL: (012) 352 1151