

DUTIES

Psychology or Human Resources Development or Public Administration or Employee Relations. A Bachelor's degree (equivalent to NQF level 7) or above in any of the above disciplines is added advantage. A minimum of 4 years' experience is required, of which 2 years should be on an Assistant Director level or equivalent obtained in the broader HR field. Knowledge and experience in the delivery of HR processes and leading changes within business units. Knowledge and experience of Legislative Framework Governing the Public Service within the HR environment such as Public Service Act, Public Service Regulation, Employment Equity Act, Basic Conditions of Employment Act etc. Some key Outputs include HR Service Delivery: Establish and maintain strong relationship management and service excellence with stakeholders and uphold the HR Brand equity in line-functionaries. Establish partnerships with line-functionaries to execute relevant HR Processes to the Business (Divisions). Identify, understand and translate Line or Business needs into value-adding HR initiatives. Implement systems and processes to ensure that HR meets its strategic objectives, in line with those of the National Treasury. Establish HR service Delivery as the 1st and single point of contact in the Divisions on related matters or queries or requests. Be a custodian of: Line-functionaries HR needs and HR processes in Line (Talent Management Offerings). Provide HR support and guidance to both Managers and employees within the Division. HR Communication: Enable the marketing and communication of HR Initiatives within the National Treasury. HR Governance: Ensure compliance to HR Policies, Procedures, Practices and all other statutory requirements (HR Governance). HR Operations: Ensure that transactional HR aspects are kept in line with legislative requirements (employee data, information & records) for Divisions are accurate and valid at all times. Implement processes and procedures to measure HR's impact and contribution to the National Treasury's effectiveness. Evaluate HR policies and align services offerings. HR Projects: Manage key strategic HR projects, implementation and their deliverables thereof. Execution and monitoring of progress and compliance on: Policies, procedures, practices & processes in line, Change Management initiatives and Strategic HR initiatives. HR Information: Analyse and interpret HR reports, and identify positive and negative trends, with recommendations thereof. Provide relevant HR management information or reports as per business requirements. Achieve HR key performance indicators and objectives in the Divisions (HR Dashboard & Scorecard Indicators, metrics). Relationship Management: Develop and maintain effective relationships with Line (both managers and employees).

ENQUIRIES
APPLICATIONS
CLOSING DATE

: ONLY (No applications): Recruitment.Enquiries@treasury.gov.za
: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
: 20 April 2026 at 12:00 pm (Midday)

POST 11/135

: **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: S041/2026**
(Re-advertisement)

Division: Office Of The Director-General (ODG)

Purpose: To manage asset verification of items and recommend the disposal of redundant and obsolete assets within the National Treasury.

SALARY
CENTRE
REQUIREMENTS

: R896 436 per annum (All-inclusive)

: Pretoria

: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Financial or Management Accounting. A minimum of 4 years' experience of which 2 years should be on an Assistant Director level or equivalent obtained in a financial accounting or asset verification environment. Knowledge of the Public Service Policy Framework on Asset Management. Knowledge and experience of the asset verification and redundancy process. Knowledge of data management methodologies of the asset verification classification.

DUTIES

: Some key Outputs include: Account Assets in the Departmental Asset Register: Calculate the value of all movable assets and support findings with required documentation for record keeping. Account for assets of the department as recorded in the departmental asset register and reconciled with general ledger. Comply with all relevant application statutes, regulations and departmental prescripts applicable to the Department's assets verification process. Compile reports, quality assurance purposes and align them with information depicted in the Department's assets register. Prepare project documentation and plans and oversee activities in accordance with the approved projects deliverables.

Disposal of Redundant or Obsolete Assets: Identify all redundant or obsolete assets and prepare disposal measures for consideration and approval. Update the asset register and ensure all disposed assets are removed from the asset register. Verify Existence of Departmental Assets: Verify the existence of all departmental assets and prepare an update report on the status quo. Reconcile the asset register with the updated verification outcome. Departmental Policy Develop, Implementation and Maintenance: Develop and implement policies and prescripts related to asset management and verification. Implement asset acquisition and disposal plans of the department.

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