

POST : **PROVISIONING ADMINISTRATION CLERK**

SALARY : R123 738 per annum (Level 5)

CENTRE : Durban: (Pongola–Umzimkulu Proto CMA), Ref: 150515/18

REQUIREMENTS : Grade 12 certificate. Basic knowledge of Asset Management and Supply Chain Management duties. Basic knowledge and understanding of SCM Management Framework, PFMA and Treasury Regulations. Computer literate. Experience on SAP Systems will be an advantage. Strong written and verbal communication skills. Valid driver's license.

DUTIES : Requesting of quotations relating to assets. Receiving and receipting of all assets. Bar-coding and verification of all assets. Monitor and update movement of assets. Assist with physical Verification of all assets. Capture amendments on SAP system arising from verifications. Attend to queries relating to assets. Capturing of all asset disposals on SAP system. Continuous maintenance of the Asset Register. Minute taking of all asset meetings.

ENQUIRIES : Ms. S Sewbaran, tel (031) 336 2700.

APPLICATIONS : Please forward your application quoting the reference number to: The Regional Head: KwaZulu-Natal, Department of Water and Sanitation. P. O. Box 1018, Durban, 4000 or hand-deliver to 88 Joe Slovo Street (formerly known as Field Street), Southern Life Building, 9th Floor, Durban. For attention: The Manager (Human Resources)