



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **For Centre: NWRI: Central Operations (Pretoria)** Department of Water and Sanitation, NWRI Central Operations, Private Bag X273, Pretoria, 000, or hand deliver to 1<sup>st</sup> Floor, Praetor Forum Building, 267 Van Der Walt Street, Pretoria. attention: Mr BK Shiphamele
- CLOSING DATE** : **24 JUNE 2016 at 16h00**
- POST** : **SENIOR ACCOUNTING CLERK: (ASSETS) - REF: 240616/36**
- SALARY** : **R 142 461 per annum (Level 5)**
- CENTRE** : **NWRI, Central Operations (Pretoria)**
- REQUIREMENTS** : Grade 12 certificate or equivalent qualifications with accounting as passed subject. Appropriate experience in Asset management will serve as an added advantage. The candidate must have knowledge of PFMA, Treasury Regulations, and Asset Management processes. Must be Computer literate, (Word, Excel and Outlook) and have verbal and written communication skills. He or she must be creative, self-driven, ability to work under pressure, innovative thinker and ability to analyse problems. The candidate must be in possession of a driver's licence and willing to travel.
- DUTIES** : Monitor physical access and security of assets. Create asset numbers, Bar-coding of assets. Capture asset acquisitions information in the asset register. Updating and maintenance of asset register. Conduct asset verification to ensure the accuracy and completeness of the asset register. Monitor and control assets movement, filling of movement forms. Assist in monitoring disposal plan and budget. Update asset register for write-offs due to damage, losses and theft. Liaise with SCM for disposal of assets. Report any theft of assets and losses to the committee. Manage the consolidated asset register for the NWRI: CO and ensure that it is accurate and complete.
- ENQUIRIES** : Mr D Khubana, Tel (012) 741 7361