



# water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF WATER AND SANITATION

### APPLICATIONS

**For Centre: Pretoria:** please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, corner Cnr Visagie and Bosman, street, Pretoria. **For attention:** Ms Cindy Mazibuko

### CLOSING DATE:

**26 AUGUST 2016.TIME:16H00**

### POST

: **ASSISTANT DIRECTOR: LEASE ASSET MANAGEMENT FINANCE: Chief Directorate: Financial Accounting. Ref: 260816/19**

### SALARY

: **R311 784 per annum (level 09)**

### CENTRE

: **Pretoria**

### REQUIREMENTS

: A degree or National Diploma in Finance or Supply Chain field. Three (3) – 5 years experience in Supply Chain Management or Finance related field. Two (2) years experience should be at supervisory level. Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and System (BAS), GRAP and Logis. Computer literacy with sound knowledge of the Ms Office suite preferably Excel. Demonstrate leadership/interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information system. Willingness to work cooperatively with others as a team and good communication skills.

### DUTIES

: Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines. Implement an effective system of asset register with all movements (new additions, movements, transfers and disposals). Compile monthly Movable and Immovable asset reconciliation between the General Ledger and Asset Register. Monitor all entries made on the Moveable and Immovable Asset Register as per minimum requirements. Ensure the retiring of all losses and disposed assets in the register. Assist with the development of asset management policies and guidelines. Ensure that assets policies and procedures guidelines are implemented and ensure compliance thereof. Monitor all Provincial offices and ensure monthly and quarterly asset counts are performed at all sites. Implement and manage registers for Finance Leases. Verify the existence of Finance Leases and prepare monthly reconciliation between Bas and amortization tables versus the Finance Lease register. Ensure all reconciling items are cleared. Quality assurance of asset management processes. Assist in the compilation of interim and Annual Financial Statements. Assist with audit for both internal and external. Auditors Quarterly review performance of staff within Asset Management in line with the Human Resources Management guidelines

### ENQUIRIES

: Ms G Ramashala, tel (012) 336 8844/ Ms A Woko, tel (012) 336 8982