



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** : **ADMINISTRATION CLERK: ASSET MANAGEMENT X 5 POSTS CD: Supply Chain and Asset Management. Ref: 260816/37**
- SALARY** : **R 142 461 per annum (level 5)**
- CENTRE** : **Pretoria**
- REQUIREMENTS** : Grade 12 certificate or equivalent. One (1) year experience in Asset Management environment will be an added advantage. Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge of Basic Accounting System (BAS), GRAP and Logis. Computer literacy with sound knowledge of the Ms Office suite preferably Excel. Good written and verbal Communication skills.
- DUTIES** : Verify the existence of assets. Ensure that all movements of assets are updated. Ensure that the Asset Register is regularly updated. Update inventory lists. Assist in the implementation and management of registers for leased assets. Assist in implementing and monitoring acquisitions, disposal and losses of assets. Ensure assets are bar coded and perform other activities as required to achieve the goals of Department of Water and Sanitation.
- ENQUIRIES** : Ms G Ramashala, tel (012) 336 8844/ Ms A Woko, tel (012) 336 8982