



## DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **Centre: Pretoria, Free State, Durban KZN:** 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, (Cnr Visagie) and Bosman, street, Pretoria. **For attention:** Ms Cindy Mazibuko.
- CLOSING DATE** : **02 JUNE 2017 TIME: 16H00**
- POST** : ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 020617/14  
SUB-DIRECTORATE MOVEABLE ASSETS (WTE)
- SALARY** : R 334 545 per annum, (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Degree in Finance or Supply Chain field. B-Tech will be added as an advantage. Three (3) to five (5) years experience in Supply Chain Management or Finance related field. Knowledge of the PFMA, GRAP Financial Reporting Framework, Asset Management Framework and Treasury Regulations. Practical knowledge of ERP Systems (SAP). Excellent 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. Update new additions, movements, transfers and disposals. Reconcile SAP with the Asset Register on monthly basis. Monitor all entries made on the Asset Register as per minimum requirements. Retiring of all losses and disposed assets in the register. Update inventory lists. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure that the Department's asset requirements are included in the budget. Bi –annual physical verification of movable assets and reconcile against the Asset Register and Trial Balance. Implement and manage registers for Finance Leases. Verify the existence of Finance Leases and prepare monthly reconciliation between SAP and amortization tables versus the Finance Leases register. Ensure reconciling items are cleared. Ensure proper annual reporting and reconciliations. Quality assurance of asset management processes. Assist on preparing AFS for interim & final audit for both internal & external Auditors. Quarterly review performance of staff within Asset Management in line with the Human Resources Management guidelines.
- ENQUIRIES** : Mr. T Nevhutalu, Tel 012 – 336 8193.