



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### 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

: ADMINISTRATION CLERK: ASSET MANAGEMENT REF NO: 020617/28

#### DIRECTORATE

: FINANCE AND SUPPLY CHAIN

#### SALARY

: R152 862 per annum, (Level 05)

#### CENTRE

: DURBAN KZN

#### 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.11

#### ENQUIRIES

: Ms V. Mkhize, 031 336 2926

**The Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P.O. Box 1018, Durban, 4000**  
**FOR ATTENTION: The Manager (Human Resources)**