



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : 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, (Cnr Visagie) and Bosman, street, Pretoria. For attention: Ms Cindy Mazibuko.
- CLOSING DATE** : **23 JUNE 2017 TIME: 16H00**
- POST** : SENIOR PROVISIONING ADMINISTRATION OFFICER: ASSET MANAGEMENT (X 2 POSTS) REF NO: 230617/18
- DIRECTORATE** : ASSET MANAGEMENT
- SALARY** : R 281 418 per annum (Level 08)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : National Diploma or B Degree in Economics/Business Economics/Financial Management/ Accounting. One (1) to three (3) years experience in Asset Management. Knowledge of Asset Management Framework. Knowledge of PFMA, BAS and LOGIS. Knowledge of Ms Office suite preferably Excel. Knowledge of dispute resolution process. Knowledge of labour relations policies. Knowledge Management. Problem solving and analysis. People, diversity management and client orientation and customer focus. Good communication skills. Excellent accountability and ethical conduct.
- DUTIES** : Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines. Monitor all entries made on the Asset Register as per minimum requirements. Retiring of all losses and disposed assets in the register. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Implement and manage registers for Finance Leases. Ensure reconciling items are cleared. Assist on preparing AFS for interim & final audit for both internal & external Auditors.
- ENQUIRIES** : Mr MC Madzhie, Tel 012- 336 8717.