



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** : PROVISIONING ADMINISTRATION OFFICER: ASSET MANAGEMENT REF NO: 230617/25
- SALARY** : R 226 611 per annum (Level 07)
- CENTRE** : Head Office , Pretoria
- REQUIREMENTS** : National Diploma or B Degree in Economics/Business Economics/Financial Management/ Accounting. Zero (0) to one (1) 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** : Assist with performing monthly asset reconciliation. Assist with the updating of the asset register. Manages assets disposal & losses. Conduct Bi-annual physical asset verification.
- ENQUIRIES** : Mr MC Madzhie, Tel 012- 336 8717.