



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Vaal Proto-CMA (Gauteng Provincial Office): Please forward your applications quoting the relevant reference number to the Acting Chief Executive Officer: Gauteng Provincial Office, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver to 285 Francis Baard, 15th floor Reception, Bothongo Plaza East, Pretoria. For attention: Ms G Skosana (012) 392 1312.
- CLOSING DATE** : **23 JUNE 2017 TIME: 16H00**
- POST** : ADMINISTRATION CLERK (WTE) REF NO: 230617/33
- SUB-DIRECTORATE** : SUPPLY CHAIN ASSET MANAGEMENT TRANSIT
- SALARY** : R152 862 per annum, (Level 05)
- CENTRE** : Vaal Proto-CMA (Gauteng Provincial Office)
- 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.M. Skosana, Tel 012-336 7536.