



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Kimberly Please forward your application, quoting the post reference number, to: The Provincial Head: Northern Cape, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8301 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301. Persons with disabilities are encouraged to apply. For attention: Ms W Malope
- CLOSING DATE** : **28 JULY 2017 TIME: 16H00**
- POST** : ACCOUNTING CLERK REF NO: 280717/33
SUB-DIRECTORATE: FINANCIAL ACCOUNTING
- SALARY** : R152 862 per annum, (Level 05)
- CENTRE** : Kimberley
- 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. The ability to work under pressure. Willingness to travel as and when required. 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 implementation and management of registers for leased assets. Assist in implementing and monitoring acquisitions, disposal and losses of assets. Ensure assets are bar.
- ENQUIRIES** : Mr. C. Shushu, Tel 053 – 830 8800.