



## **DEPARTMENT OF WATER AND SANITATION**

<b>APPLICATIONS</b>	:	Eastern Cape (Port Elizabeth): Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town. For attention: Ms T Solwandle
<b>BRANCH</b>	:	OPERATIONAL INTEGRATION: EASTERN CAPE, DIV: ASSET MANAGEMENT
<b>CLOSING DATE</b>	:	02 November 2018 16H00
<b>POST</b>	:	SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO 021118/09 (This is a re-advertisement, applicants who have previously applied need not to re-apply)
<b>SALARY</b>	:	R299 709 per annum (Level 8)
<b>CENTRE</b>	:	King Williams Town
<b>REQUIREMENTS</b>	:	A National Diploma or Degree in Financial Accounting, Cost and Management Accounting / Supply Chain Management / Asset Management / Logistics / Purchasing Management. Three (3) to five (5) years' experience in Supply Chain Management and Asset Management environment. Knowledge of SCM Demand and Acquisition, Procurement, Asset Management on LOGIS system procedures. Knowledge and experience on correct classification of assets on Asset Register. Knowledge of BAS, LOGIS and Asset Register. Knowledge of GAAP, PFMA, Treasury Regulations, Public Service Act, PPPFA, BBBEE, Knowledge and Records Management. Problem solving and analytical skills. People and Diversity Management. Client orientation and customer focus. Communication. Accountability and Ethical Conduct.
<b>DUTIES</b>	:	Updating Historic items, Finance leases, Operating Leases, and perform monthly Finance Lease reconciliation Coordination of demand plans. Ensure that all Assets purchased on correct Asset Items and that have been included on DMPs with funds available. Ensure Journals are processed for incorrect assets into correct Items monthly. Ensure Spot checks are performed within due dates. Perform Asset verifications for all four quarters of a financial year. Run Asset information workshops to all staff on how to move asset within offices and how to declare their asset to be disposed and report on loss assets. Ensure Asset Loss reports are submitted within due dates and forwarded to Head Office in Pretoria. Ensure Asset Disposal Committee sit monthly and approve all asset earmarked for disposal to DGs approval. Ensure disposal of all assets approved for disposal within that financial year. Ensure staff management as per PMDS system. Ensure effective and efficient management of controls and registers. Analyse Asset reports as per BAS report. Management of Regional assets including Asset Disposal. Develop and implement action plans to address audit findings within the Asset Management unit. Supervise human resources and ensure that PMDS is effectively implemented within section. Ensure that financial procedures and implement asset management policies of the department in line with National Treasury prescripts.
<b>ENQUIRIES</b>	:	Ms L Bula, Tel, 043 604 5405