



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Head Office (Pretoria) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabile.
- CLOSING DATE** : 06 July 2018 TIME: 16h00
- POST** : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 060718/18**
- BRANCH** : **FINANCE MAIN**
- SALARY** : **R 281 418 per annum (Level 08)**
- CENTRE** : **Head Office Pretoria**
- REQUIREMENTS** : A Bachelor's Degree or National Diploma in Accounting/ Financial Management or equivalent tertiary qualification in a recognized accounting field. A minimum of two to three years' experience at a level of Provisioning Administrative Officer in Asset Management environment. 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. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information system. Willingness to work cooperatively with others as a team and good communication skills.
- DUTIES** : Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines* Update new additions, movements, transfers and disposals* Reconcile BAS with the Asset Register on monthly basis* Monitor all entries made on the Asset Register as per minimum requirements* Retiring of all losses and disposed assets in the register* Update inventory lists* Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof* Ensure that the Department's asset requirements are included in the budget* Perform quarterly asset count* Conduct Bi –annual physical verification of movable assets and reconcile against the Asset Register and Trial Balance. Implement and manage registers for Finance Leases. Verify the existence of Finance Leases and prepare monthly reconciliation between Bas and amortization tables versus the Finance Leases register. Ensure reconciling items are cleared. Ensure proper annual reporting and reconciliations* Quality assurance of asset management processes. Assist on preparing AFS for interim & final audit for both internal & external Auditors* Quarterly review performance of staff within Asset Management in line with the Human Resources Management guidelines.
- ENQUIRIES** : **Mr M.C. Madzhe, Tel: (012) 336 8717**