



# water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

## 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** : 20 July 2018 TIME: 16h00
- POST** : PROVISIONING ADMINISTRATION OFFICER: ASSET MANAGEMENT REF NO: 200718/09
- BRANCH** : FINANCE
- SALARY** : R 242 475 per annum, (Level 07)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A National Diploma or Degree in Economics / Business Economics / Financial Management Accounting. One (1) year experience in Asset Management. Treasury Regulation and other relevant legislation. Knowledge of PFMA, BAS and LOGIS, Ms Office suite preferably Excel. Good client orientation and customer focus 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. Good interpersonal relations and communication skills.
- DUTIES** : Assist with performing monthly asset reconciliation for both assets and finance lease and reconcile Bas with Asset register on monthly basis. Assist with the updating of the asset register(Historic and Additions), movement of assets, updating inventory lists, updating disposal database and loss register.Bar-coding of assetsand Perform quarterly asset count. Conduct Bi-annual physical asset verification of movable, finance lease asset Quality assurance of asset management processes.
- ENQUIRIES** : Ms GM Makapane, Tel 012 336 8844