



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Gauteng Provincial Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Francis Street, Pretoria, 0001
- CLOSING DATE** : 30 November 2018 TIME: 16h00
- POST** : STATE ACCOUNTANT REF NO: 301118/12
- BRANCH** : OPERATIONAL INTEGRATION GAUTENG, DIV: ASSET MANAGEMENT
- SALARY** : R 242 475 per annum (level 7)
- CENTRE** : Gauteng
- REQUIREMENTS** : A National Diploma or Bachelor Degree in Financial Management or related qualifications majoring in Financial Accounting. Two (2) to three (3) years' experience in the Asset Management environment. Sound knowledge of Public Finance Management Act (PFMA), Treasury regulations and PPPFA. Knowledge of Supply Chain Management practices, notes and circulars. Knowledge of BAS/LOGIS/SAP. Computer literacy. Ability to work under pressure. Administration and organizational skills. The ability to deal with external stakeholders (Asset management functions). Good verbal and written communication skills are essential.
- DUTIES** : Update asset register, lease register and disposal register daily. Reconcile asset register with BAS/LOGIS/SAP printouts monthly. Control asset movements. Assist with asset stocktaking and verification and safeguarding of redundant assets. Ensure that all newly acquired assets are bar-coded and documents completed. Filing of asset documents. Assist with disposal process. Daily management of asset acquisitions and leases. Provide support to all asset related meetings and committees. Evaluation of disposals and losses report. Necessitate investigation on losses. Determine the value of loss and disposed items. Compile all reporting documents. Update the Suspense register and Loss register.
- ENQUIRIES** : Ms K. Ferreira, Tel 012 392 1334