



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Western Cape (Bellville / Clanwilliam): Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville. For attention: Ms K Melelo
- CLOSING DATE** : 7 September 2018 TIME: 16h00
- POST** : PROVISIONING ADMINISTRATION CLERK REF NO: 070918/15
- BRANCH** : OPERATIONAL INTEGRATION: WESTERN CAPE, DIV: ASSET MANAGEMENT
- SALARY** : R 163 563 per annum, (Level 5)
- CENTRE** : Bellville
- REQUIREMENTS** : A Senior certificate with Accounting as a passed subject. Basic knowledge of Asset Management practices as well as the ability to capture data, and collect statistics. Basic knowledge of MS Office. Working knowledge and understanding of PFMA, National Treasury Regulations and PPPFA governing the Public Service. Flexibility and team work ability. Problem solving and analytical skills. Client orientation, customer focus, accountability and ethical conduct skills. Good communication skills. A valid driver's license (Certified copy must be attached).
- DUTIES** : Maintain and update asset register. Ensure monthly assets and leases Reconciliation. Proper filling of all reconciliation documents. Monthly spot-checks on assets. Conduct asset verification procedures. Maintain and update leased assets register. Monitor lease agreements for compliance. Compile and maintain asset disposal register. Assist with the actual disposal of assets. Maintain and update loss register.
- ENQUIRIES** : Mr C Tyeku, Tel: 021 941 6026