



DEPARTMENT OF WATER AND SANITATION

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

APPLICATIONS	:	Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor. For attention: The Manager (Human Resources)
CLOSING DATE	:	06 December 2019 TIME: 16:00
POST	:	PROVISIONING ADMIN CLERK REF NO. 061219/42
BRANCH	:	CHIEF OPERATIONS OFFICE KZN, DIV: ASSET MANAGEMENT (WTE)
SALARY	:	R 173 703 per annum (Level 05)
CENTRE	:	Durban
REQUIREMENTS	:	A Senior / Grade 12 certificate. Basic knowledge of Asset Management practices as well as the ability to capture data, and collect statistics. A valid driver's license (Attach certified copy). Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge of SAP. Computer literacy with sound knowledge of Ms Office Suite, preferably Excel. Good written and verbal communication skills
DUTIES	:	Verify the existence of assets. Ensure that all movements of assets are updated. Ensure that the asset register is updated regularly. Update inventory list. Assist in the implementation and management of registers for leased assets. Assist in implementing and monitoring acquisitions, disposal and losses of assets. Ensure assets are bar coded.
ENQUIRIES	:	Mr MI Ndlovu, Tel No: 031 336 2768