



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

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 or e-mailed 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). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" 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** : Bellville: 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** : **12 August 2019 TIME: 16:00**
- POST** : PROVISIONING ADMINISTRATION CLERK REF NO: 120819/14 (This is a re-advertisement; applicants who have previously applied are encouraged to re-apply)
- BRANCH** : CHIEF OPERATIONS OFFICE: WESTERN CAPEDIV: ASSET MANAGEMENT
- SALARY** : R 173 703 per annum, (Level 05)
- CENTRE** : Bellville
- REQUIREMENTS** : A Senior certificate/ Grade 12 Certificate with Accounting as a passed subject. Basic knowledge of Asset Management practices as well as the ability to capture data, and collect statistics. A valid driver's license (Certified copy must be attached). 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.
- DUTIES** : Bar Coding of procured assets. 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.
- NOTE:** **Persons with disabilities, Females and Indian Males are encouraged to apply.**
- ENQUIRIES** : Mr. CT Yeku, Tel: 021 941 6026