



## 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). People with disabilities are encouraged to apply. 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** : IBOM (Midmar Dam) Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X 24, Howick 3290, or hand deliver at R103 Prospect Road, Midmar Dam, 3290 For Attention: Ms T Sindane
- CLOSING DATE** : 13 May 2019 TIME: 16h00
- POST** : SUPPLY CHAIN CLERK: ASSETS MANAGEMENT REF NO: 130519/07
- BRANCH** : IBOM - EASTERN OPERATIONS
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : MIDMAR DAM
- REQUIREMENTS** : A Grade 12 Certificate or equivalent. Working experience of Supply Chain Management and Asset Management will be an added advantage. The ability to capture Asset related data. Ability to function on Microsoft Word and Microsoft Excel. Statistical skills. Basic knowledge of work procedures in terms of the asset management working environment. Ability to capture data. Basic understanding of the legislative framework governing the public service. Proven knowledge of Sap asset management module, Team work, Basic knowledge of problem solving and analysis. People and Diversity Management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and Ethical Conduct.
- DUTIES** : Render asset management clerical support. Compile and maintain asset records. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify all movable assets, immovable assets and general assets in the asset register. Render demand and acquisition clerical support for movable asset services. Update and maintain lease and losses register. Create asset master-data on SAP system. Provide secretariat functions on various asset committees. Render logistical support services for asset section including receiving, bar-coding and distribution of assets. Receive asset related acquisition requests from end users.
- ENQUIRIES** : Mr S. Ngobese, Tel 033 239 1200