



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 27 NOVEMBER 2020

Note: Interested applicants must submit their applications for employment to the e-mail address specified to each post. 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 copies of qualifications and Identity document. No late, applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants. Candidates will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holders must provide the Police Clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

POST: ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO 271120/19  
BRANCH: CHIEF OPERATIONS OFFICE: WESTERN CAPE, DIV: ASSET MANAGEMENT  
SALARY: R 376 596 per annum, (Level 09)  
CENTRE: Bellville

REQUIREMENTS: A relevant tertiary qualification at NQF level 7. Three (3) years supervisory experience in asset management. A valid driver's licence. (Attach a copy). Knowledge and understanding of Public Finance Management Act, Treasury Regulations and guidelines. Knowledge and understanding of Human Resource Management policies, procedures and legislations. Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of clerical and administrative procedures and systems. Knowledge of departmental policies and procedures. Knowledge of governmental financial systems. Knowledge of principles and practice of financial accounting. Framework for managing performance information. Experience in business strategy transaction and alignment. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication, writing and computer literacy skills. Cultural awareness, flexibility and Initiatives skills. Presentation; leadership and interpretation skills. Willingness to travel extensively.

DUTIES: Monitor and review the capturing of all physical assets in the physical assets management registers. Monitor and review the allocation of assets to assets holders. Oversee and review the monitoring of assets in accordance with the relevant policies and procedures. Promote correct implementation of sound assets management practices. Supervise employees to ensure sound physical assets management. Manage assets strategy, budgeting and planning. Manage asset acquisition and assets operation and maintenance. Manage the assets register and assets disposals. Implement policy on acquisitions, transfer, disposal, amortization and writing off of both fixed and movable assets. Implement guidelines for the implementation of the assets. Ensure compliance with assets maintenance policy. Ensure the optimum security of assets. Ensure sound administration of assets acquisition and monitor assets acquisition in line with budget allocation. Adhere to assets operation in line with assets management policy. Monitor maintenance costs on assets. Manage the tracking and recording of assets movement, categorization of assets into fixed or non-fixed assets, reflection of assets on the register and managing annual asset verification. Dispose of economically obsolete assets according to policy and the recouping of assets or its value in settling employee debt to the department. Manage and coach staff and ensure relevant training and development of staff.

ENQUIRIES: Mr G Leak, Tel 021 941 6007.

APPLICATIONS: Western Cape (Bellville): Please email your applications quoting the relevant reference number to [WCrecruitment@dws.gov.za](mailto:WCrecruitment@dws.gov.za) For Attention: Ms K Melelo