water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 4 March 2022

Note: Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications, identity document and a valid driver's license (where applicable) which need not to be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant All documents must be submitted in one email in a PDF format. The attachment/s, may not exceeding 5mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late, applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s. Applications that do not comply with the above mentioned requirements will not be considered. *All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on http://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a 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: SENIOR SUPPLY CHAIN PRACTITIONER X4 (ASSET MANAGEMENT) POSTS REF NO 040322/16
BRANCH: FINANCE DIV: ASSET MANAGEMENT (WTE)
SALARY: R321 543 PER ANNUM (LEVEL 8)
CENTRE: PRETORIA HEAD OFFICE
REQUIREMENTS: A National Diploma or Degree in the field of Finance with Accounting three (3) as major subject. Three (3) to five (5) years relevant experience in Asset Management environment. A valid driver's licence (Attach a copy). Knowledge of Asset Management processes and Accrual Accounting Framework. Knowledge of financial legislation (PFMA, Treasury regulations). Knowledge of Accrual IT System. Willingness to travel nationwide.
DUTIES: Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines. Comparing SAP Asset Register against the Trial Balance. Analyzing documents. Identifying journals and preparing if applicable. Updating of journal register. Ensure reconciling items are cleared. Updating of new additions in the asset register. Update new additions, movements, transfers and disposals reconcile SAP with the Asset Register on monthly basis. Monitor all entries made on the Asset Register as per minimum requirements. Updating of movement of assets. Updating of assets earmarked for disposal. Removing of all losses and disposed assets from the register. Ensuring that all assets in the AR are bar coded. Updating of monthly assets sampling/quarterly spot checks. Ensure that asset management policies & procedures are implemented by users. Ensure that the Departments asset requirements are included in the budget. Retiring of all losses and disposed assets in the register. Capturing of data for all assets earmarked for disposal. Ensuring that IT assets are clean up before collection. Ensuring that assets are disposed immediately approval is granted. Updating of loss register. Opening files for all reported cases. Preparing submissions of reported losses to Security Management. Compile monthly report. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Reconcile back to the asset register. Verifying all assets earmarked for disposal. Identify all discrepancies. Capturing of inventory lists and pasting. Ensuring that all assets are bar coded. Implement and manage registers for Finance Leases. Updating the Finance Lease Register daily. Processing of lease requisition. Managing the expiry date of leased assets monthly. Verification of leased assets

quarterly/annually. Reporting on lease commitments. Monitor verification of assets. Supervision of staff. Monitor performance of staff in the section. Assess staff on performance work plan. Provide in service training. Willingness to travel nationwide.

ENQUIRIES: Mr TM Nevhutalu, Tel No: 012 336 8193

APPLICATIONS: Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria For Attention Ms L Mabole