



## water & sanitation

Department:  
Water and Sanitation  
**REPUBLIC OF SOUTH AFRICA**

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 29 July 2022

NOTE: Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV. All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need **not** to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. Failure to complete or disclose all required information will automatically disqualify the applicant. 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 three (3) 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: **290722/06**  
BRANCH: PROVINCIAL COORDINATION AND INTERNATIONAL COOPERATION: MPUMALANGA  
SALARY: R382 245 per annum (Level 9)  
CENTRE: Mbombela

REQUIREMENTS: A relevant tertiary qualification at NQF level 7. Three (3) year related financial or Asset Management experience at supervisory level. A valid unexpired drivers license. Knowledge of the PFMA, Asset Management Framework, Treasury Regulations and other relevant legislation. Knowledge and experience of basic Accounting System (BAS), GRAP and LOGIS. Computer literacy and the ability to use various software packages such as MS Word, Excel, Power point and Microsoft Outlook. Demonstrate leadership/interpersonal relationship and asset management skills. Client orientation and customer focus. Ability to monitor, check information as well as set up and maintain information system. Willingness to work cooperatively with others as well as in a team. Excellent communication skills (verbal and written). Accountability and ethical conduct.

DUTIES: Ensure that assets are properly accounted for in the asset register and complies with National Treasury guidelines. Update new additions, movements, transfers and disposals. Reconcile BAS with the asset register on monthly basis. Monitor all entries made on the asset register as per minimum requirements. Retiring of all losses and disposed assets in the register. Update inventory lists. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure that the department's asset requirements are included in the budget. Perform quarterly asset count. Conduct Bi –annual physical verification of movable assets, reconcile against the asset register and trial balance. Implement and manage registers for finance leases. Verify the existence of finance leases and prepare monthly reconciliation between BAS and amortization tables versus the finance leases register. Ensure that reconciling items are cleared. Ensure proper monthly, annually reporting and reconciliations. Quality assurance of asset management processes. Assist on preparing AFS for interim & final audit for both internal & external auditors. Quarterly review performance of staff within asset management in line with the human resources management guidelines.

ENQUIRIES: Ms SC Ngomane, Tel No: 013 759 7358 / Ms FM Mkhwanazi, Tel No: 013 759 7515 / Ms PC Ngwamba, Tel No: 013 759 7446 / Mr SG Nkosi, Tel No: 013 759 7335

APPLICATIONS: Mpumalanga (Mbombela) Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorum Building, Mbombela, 1200. For Attention: Ms FM Mkhwanazi