



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 13 May 2024

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 (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). 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 in line with DPSA circular 19 of 2022. 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. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). 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. 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 (only when shortlisted). 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. Faxed or e-mailed applications will not be considered. 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. 130524/12
BRANCH: PROVINCIAL OPERATIONS: LIMPOPO DIR: ASSET MANAGEMENT
SALARY: R444 036 per annum (Level 9)
CENTRE: Polokwane

REQUIREMENTS: A tertiary qualification in Supply Chain Management, Public Management or Finance at NQF level 7. Three (3) to five (5) years working experience in the area of Asset Management at supervisory level. The disclosure of a valid unexpired driver's license. Knowledge of the Public Finance Management Act (PFMA), Asset Management Framework and Treasury Regulations. Procurement Framework and other relevant legislation. Must be able to work on BAS and LOGIS systems. Computer literacy with sound knowledge of the MS Office suite preferably Excel. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information system. Excellent Interpersonal relations.

DUTIES: Implementation of Asset Management Policies and Procedures in the Department. 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 physical verification of movable assets and reconcile against the Asset Register. Implement and manage registers for Finance Leases. Review the existence of Finance Leases and report monthly reconciliation between Bas and amortization tables versus the Finance Leases register. Ensure reconciling items are cleared. Ensure proper interim and annual reporting and reconciliations. Quality assurance of asset management processes. Assessing the Performance of Officials in the unit (PMDS)

ENQUIRIES: Mr. M Ramaphakela, Tel No: 015 290 1206

APPLICATIONS: Limpopo (Polokwane): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, AZMO Place Building (Registry Office 4rth floor). For Attention: Mr HH Khoza, Tel 015 290 1222