



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 07 November 2025

NOTE: Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za/> Other related documentation such as copies of qualifications, identity document, driver's 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 on the online Z83 must be completed as these fields are regarded as compulsory. 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 qualifications (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 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 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: SENIOR SUPPLY CHAIN PRACTITIONER RER NO: 071125/02

BRANCH: FINANCE MAIN ACCOUNT DIR: ASSET MANAGEMENT

SALARY: R397 116 per annum (Level 08)

REQUIREMENTS: A relevant NQF level 6 qualification in Accounting / Financial Management, Logistics Management or Supply Chain Management. Three (3) years' experience in Asset Management environment. The disclosure of a valid unexpired driver's license. Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge of Basic Accounting System (BAS) & LOGIS. 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. Willingness to work cooperatively with others as a team and good communication skills.

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. Identifying and facilitating replacement assets for redundant and obsolete assets. Retiring of all losses and disposed assets in the register. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure that the Department's. Perform quarterly asset count. Conduct Bi –annual physical verification of movable assets and reconcile against the Asset Register. Monitoring and reviewing the allocation of assets to asset holders. Update inventory lists. Conducting investigations on unverified assets 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 reconciling items are cleared. Ensure proper annual 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 A Woko, Tel No: (012) 336 8982

APPLICATIONS: All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>