Provisioning Administration Officer (x2 posts): Asset Management (CFO13/2019)

Salary: R257 508 per annum
Centres: Pretoria

Requirements:
- A National Diploma in Supply Chain Management or an equivalent qualification in a related field plus a minimum of 2 years’ experience in Asset Management or related field.
- Understanding of asset management and administration procedures.
- Insight of procurement procedures; Supply Chain Management; Government procedures policies and legislation as well as DEA policies.
- Ability to work under pressure.
- Ability to be able to work in a team and individually.
- Ability to deal with difficult clients.
- Knowledge of Logis Computer literacy.
- A valid Code 8 driver’s license.

Duties:
- Administer the maintenance and updating of asset register.
- Check and verify all transactions on LOGIS.
- Ensure that all assets are correctly recorded in the asset register.
- Check and verify receipts, movement and allocation of barcode numbers.
- Conduct quarterly spot checks and annual asset verification.
- Compile annual verification programme.
- Authorise disposals of redundant/obsolete furniture and equipment.
- Check and verify that all assets for disposal are captured into the disposal report (RQ013) for presentation to the disposal committee.
- Administration of theft/losses and damages assets.

Enquiries: Mr. Y Mbunjana, Tel: 012 399 8812.
For attention: Ms. Lerato Ngobeni.
Closing date: 11 November 2019.

- All applications must be submitted on a signed Z83 application form (click bold underlined text to download PDF form) with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver’s License (if required) in order to be considered.
- Applications must be forwarded to the Director-General, Department of Environment Forestry and Fisheries, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- The National Department of Environmental Forestry and fisheries is an equal opportunity, affirmative action employer.
- It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
- Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification.
- Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
- Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.
- Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
- All shortlisted candidates will be expected to avail themselves for an interview at the Department’s convenience.
- The Department reserves the right not to make an appointment.
- No e-mailed, faxed or late applications will be considered.
- If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.