



Senior Provisioning Administration Clerk: Asset Management (CFO02/2018)

Salary R183 558 per annum (Total Package R287 557)

Centre: Pretoria

Requirements:

- A Grade 12 plus appropriate experience;
- A relevant post matric qualification will be an added advantage, Good understanding of procurement procedures;
- Knowledge of LOGIS, Good communications and Interpersonal skills, Computer literacy (excel, Ms Word, LOGIS);
- Ability to work under pressure, sense of responsibility and loyalty.

Duties:

- Capture the movement of assets (BAMV);
- Correct receipts of assets on the system;
- Printing and allocation of barcodes. Conduct annual asset verification and quarterly spot checks of assets;
- Dispose redundant/ obsolete assets. Capture assets transferred or donated on the system.

Enquiries: Mr Y Mbunjana, Tel: (012) 399 8812

Attention: Mr L I Letshedi

Closing date: 07 May 2018

- All applications must be submitted on a **Z83 application form** (*click bold underlined text to download PDF form*) accompanied by certified copies of qualifications, identity document (ID) as well as a comprehensive curriculum vitae (CV) and Driver's License in order to be considered.
- The National Department of Environmental Affairs 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.
- People with Disabilities are encouraged to apply
- 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 subject to a security clearance, the signing of a performance agreement and an employment contract.
- If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
- The department reserves the right not to make an appointment.
- Relaxation of qualification requirements may be considered for non-OSD posts
- **Applications must be forwarded to: Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.** No faxed, e-mailed and late applications will be considered.