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## Assistant Director: Asset Management (CFO 03/2016)

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**Salary:** R311 784 per annum (Total package of R435 478 per annum/conditions apply).

**Centre:** Pretoria

**Requirements:**

- A recognized three year Bachelor's Degree/ National Diploma in Supply Chain Management or related field plus extensive experience in Asset Management;
- Knowledge of Asset management, procurement and business practices;
- Ability to establish and manage asset management systems and controls;
- Knowledge of strategic planning and budgeting;
- Ability to develop, interpret and apply policies, strategies and legislation;
- Knowledge of PFMA Departmental procedures and prescripts;
- Knowledge of reconciliation of LOGIS and BAS. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict.

**Duties:**

- Maintaining the asset register; Facilitate and coordinate movement of assets;
- Facilitate and coordinate timeous bar-coding of assets;
- Provide training and assistance to Inventory Controllers;
- Conduct quarterly spot checks and annual asset verification; Disposal of redundant/obsolete furniture and equipment;
- Handle enquiries on disposal of assets to institutions.
- Monthly reconciliation and reporting; Administration of theft and losses of assets.

**Enquiries:** Ms E Kgaritsi, tel (012) 399 9054

**Closing Date:** 20 June 2016

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- All applications must be submitted on a **Z83 application form** [PDF] accompanied by certified copies of qualifications, identity document (ID) as well as a comprehensive curriculum vitae (CV) in order to be considered.
  - Take note that the department will verify all qualifications and experience and that original documents must be submitted on appointment and all qualifications obtained abroad will be evaluated by SAQA.
  - Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
  - Senior Management candidates to be subjected to competency assessment, signing of an employment contract and performance agreement.
  - If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.
  - The department reserves the right not to make an appointment.
  - People with disabilities are encouraged to apply
  - Consideration will be given to applicants who meet the minimum requirements of advertised posts.
  - Relaxation of qualification requirements may be considered for non-OSD posts.
  - **Applications: Director-General, Department of Environmental Affairs, Private Bag x 447, Pretoria, 0001 (or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Corner Soutpansberg and Steve Biko Road, Arcadia, Pretoria (Reception Area)).**