



Provisioning Administration Officer: Assets and Inventory (CFO06/2025)

Salary: R308 154 per annum

Centre(s): Cape Town

Requirements:

National Diploma (NQF level 6) in Supply Chain Management or an appropriate qualification in a related field. A minimum of One (1) year experience in Supply Chain Management or related field. Knowledge of Logis system, logistics, acquisition, and business practices. Ability to maintain assets and inventory management systems and controls. Ability to develop, interpret and apply policies, strategies and legislation. Ability to control and administer Database of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Logistics management, Acquisition and Contract management, Public Service legislative frameworks. Adequate Project management. Good interpersonal relations, Relationship Management, Stakeholder engagement. Service Delivery Innovation (SDI). People Management and Empowerment. Ability to work long hours voluntarily. Ability to work individually and in a team. Creativity, Honesty, Ability to work under pressure. Ability to work with difficult persons and to resolve conflicts. Sense of responsibility and loyalty, Initiative and creativity.

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. Check and verify all transactions on Logis. Reconcile BAS with the Asset Register monthly. Monitor all entries made on the Asset Register as per minimum requirements. Conduct quarterly spot-checks and annual verification of assets and inventory items, reconcile the outcomes to the asset register. Ensure recording of redundant assets for disposal. Ensure Inventory stores are properly coordinated. Ensure user account management on the Logis

system. Co-ordinate user training on the Logis system. Logging system related calls with Logik. Co-ordinate formal training for Logis users. 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. Ensure proper annual reporting and reconciliations. Quality assurance of asset management processes. Supervision of staff.

Applications: CFO06-2025@dfpe.gov.za

Enquiries: Mr A Tshangana
Tel: 021 493 7240

Attention: Human Resource Management

Closing date: 24 February 2025

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- **ALL APPLICATIONS MUST BE SUBMITTED ON** a signed **new Z83 application form** (*click bold underlined text to download PDF form*) obtainable from any public service department accompanied by a recent detailed curriculum vitae only, to be considered.
 - Shortlisted candidates will be required to submit certified copies of qualifications, senior certificate, identity document and driver's license on or before the day of the interview.
 - **CAPE TOWN, EASTERN CAPE, KWAZULU-NATAL, MPUMALANGA, NORTHERN CAPE, NORTH WEST AND WESTERN CAPE APPLICATIONS MAY BE FORWARDED TO:**
 - The Director-General, Department of Forestry, Fisheries and the Environment. The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or
 - **Hand-delivered to:** 14 Loop Street, Cape Town.
 - Or **can be emailed** to the respective email address quoting the reference number on the subject email.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
 - The National Department Forestry, Fisheries and the Environment, is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply.
 - 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.
 - Short-listed candidates will be expected to avail themselves at the department's convenience.
 - **ENTRY LEVEL REQUIREMENTS FOR SENIOR MANAGEMENT SERVICE (SMS) POSTS:**
 - In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>
 - Furthermore, shortlisted candidates must provide proof of successful completion of the course.
 - All candidates shortlisted for the posts will be subjected to 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.
 - The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
 - The department reserves the right not to make an appointment.
 - If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.