



Assistant Director: Logistics and Asset Management (CFO07/2025)

Salary: R444 036 per annum

Centre(s): Cape Town

Requirements:

Degree/ National Diploma (NQF6) in Supply Chain Management or relevant qualification coupled with three (3) years' experience in SCM or related field. Knowledge of Asset management, procurement, and business practices. Ability to establish and manage asset management systems and controls. Knowledge of strategic planning and budgeting, be able to develop, interpret and apply policies, strategies, and legislation. Must have knowledge of HR management practices, perform in-house training for subordinates and be able to control and manage the assets of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Be able to audit and financial field. Knowledge of relevant legislation PFMA, Departmental procedures, and prescripts. Must have adequate skills in computer use, and good interpersonal relations, stakeholder engagement, change management, knowledge management and people management. Ability to work individually and in a team and with difficult persons and to resolve conflict. Be able to apply policies.

Duties:

Maintain asset register and conduct annual asset verifications. Report on damaged/unserviceable assets. Perform asset reconciliation after the verifications. Disposal of redundant/obsolete furniture and theft, losses of asset. Perform secretariat duties to the departmental disposal committee. Monthly reconciliation and reporting. Identify wrong allocations and liaise with finance to prepare the necessary journals. Report to system controller on challenges relating to the system and ensure calls are logged. Facilitate procurement of goods and services. Monitor the expediting of order commitments. Conduct Chief User Workshops on SCM. Conduct monthly Orientations for newly appointed officials. Authorize Orders on Logis system and Manual Orders. Check and verify Supply Chain documentation for correctness. Verify and confirm correct budget allocations. Finalize closed orders on Logis Online. Authorize the manual orders and ensure

they are captured on Logis System within 3 working days after challenges have been resolved. Ensure proper record keeping. Ensure payments of goods and services within 30 days. Report on BEE expenditure per branch. Administer the lease register for leases. Complete and verify all monthly, quarterly, IFS and AFS reports within Logistics and Assets. Ensure audit readiness.

Applications: CFO07-2025@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, 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.