



VACANCY

REFERENCE NR	:	AOA X1_NC_Apr-2018
JOB TITLE	:	Advanced Operational Assets X1
JOB LEVEL	:	C3
SALARY	:	R 237 994 – R 396 656
REPORT TO	:	Specialist: LAN and Desktop
DIVISION	:	Provincial and Local Consulting
Department	:	Provincial NC: End User Computing
LOCATION	:	Kimberley
POSITION STATUS	:	Fixed Term Contract 24 Months (Internal/External)

Purpose of the job

To effectively perform change control and life cycle management.

Key Responsibility Areas

To coordinate Fixed Asset acquisitions to ensure a current accurate and complete asset register compliant with accounting standards;

To maintain and safeguard fixed assets to ensure a current, accurate and complete asset register;

To conduct Physical Asset Verification to maintain a current, accurate and complete Fixed Asset registers;

To coordinate Fixed Asset Disposal to ensure effective asset disposal and maintain an accurate and up to date asset register.

To resolve audit findings to facilitate a reduction in reportable audit findings; and

To communicate, follow up and resolve /clear reconciling items externally and internally to reduce or eliminate reconciling items and outstanding issues with regard to the maintenance of assets.

Qualifications and Experience

Minimum: Grade 12 plus 1 – 2 year National Certificate in Logistics/Supply Chain Management, Facility Management, Property Studies or equivalent.

Experience: 2 - 3 years Asset Management related experience, including:

- Oracle system experience
- Computer literate (MS excel essential)

Technical Competencies Description

Knowledge of: Organisation Awareness; Knowledge of Accounting processes, business processes and rules; SITA Code of Ethics; PFMA; Implementation of internal controls; Oracle experience and knowledge will be a strong advantage; System processes; Project management; and ARS/ITSM7.

Skills: Good communication skills; Customer Service; Negotiation; Writing skills; listening; interpersonal skills; Excel (Spreadsheet) use; Process Improvement; and Attention to detail and accuracy.

Other Special Requirements

Driver's License.

How to apply

Kindly send your CV to: ncrecruitment@sita.co.za

Closing Date: 18 May 2018

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.