



VACANCY

REFERENCE NR	:	4668
JOB TITLE	:	Fixed Assets Officer
JOB LEVEL	:	C1
SALARY	:	R 169,337 – R 282,228
REPORT	:	Specialist: LAN and Desktop
DIVISION	:	GP: LAN and Desktop Support
Department	:	Prov GP: network and Service Management
LOCATION	:	Centurion, Pretoria
POSITION STATUS	:	Fixed Term contract – 24 months (Internal only)

Purpose of the job

To effectively record new acquisitions, maintain the fixed asset register, tracking of the existing fixed assets and accounting for the disposal of fixed assets.

Key Responsibility Areas

Coordinate Fixed Asset acquisitions to ensure a current, accurate and complete Asset Register compliant with accounting standards;

Maintain and safeguard fixed assets to ensure a current, accurate and complete Asset Register;

Coordinate Fixed Asset Disposal to ensure effective asset disposal and maintain an accurate and up to date Asset Register;

Resolve audit findings to facilitate a reduction in reportable audit findings; and

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 thereof.

Qualifications and Experience

Minimum: 1 – 2 year National Higher Certificate in Asset/ICT or equivalent.

Experience: 2 - 3 years Asset Management related experience. Oracle system experience

Technical Competencies Description

Knowledge of: Organisation Awareness, 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

Skills: Meticulous; Good communication skills; Customer Service; Negotiation; Writing skills; Listening; Initiative; Integrity; Interpersonal skills; Computer literacy (MS Excel); Process Improvement; Attention to detail; and Accuracy.

Other Special Requirements

- This service can also be provided from a client site or any other SITA office.

How to apply

Kindly send your CV to gprecruitment@sita.co.za

Closing Date: 02 October 2019

Disclaimer

SITA is Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only.

- 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 accepted