



VACANCY

REFERENCE NR	:	VAC00441,0442, 0443 & 0444
JOB TITLE	:	Officer Fixed Assets X4
JOB LEVEL	:	C1
SALARY	:	R 257 888 - R 386 832
REPORT TO	:	Manager: Fixed Assets
DIVISION	:	Finance
DEPT	:	Financial Accounting
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To effectively administer fixed asset acquisitions, the day to day maintenance of the fixed asset register and disposal of assets.

Key Responsibility Areas

- To co-ordinate Fixed Asset acquisitions and disposals to ensure a current, accurate and complete Asset Register.
- To maintain the fixed assets, register.
- To assess and evaluate information in order to tests assets for impairment, including sometimes contradicting information.
- To conduct physical asset verification.
- To attend to and resolve asset related queries.
- Implement policies and procedures for the environment to ensure compliance.

Qualifications and Experience

Minimum: Minimum qualification requirement: 3-year Diploma / Degree in Financial Accounting.

Experience: 1- 2 years Fixed Asset Management and /or Finance.

Technical Competencies Description

Knowledge of: Good knowledge and understanding of Generally Recognised Accounting Practice (GRAP); Understanding of relevant legislation, including PFMA and Treasury regulations; Implementation of internal controls; Business & System processes; Ability to make an informed decision.

Other Special Requirements

N/A

How to apply

To apply please log onto the e-Government Portal: www.eservices.gov.za and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access www.eservices.gov.za, then follow the below steps:

1. Click on "Employment & Labour;
2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support contact egovsupport@sita.co.za OR call 080 1414 882

CV`s sent to the above email addresses will not be considered

Closing Date: 19 August 2024

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to shortlisted 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 the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a balance scorecard 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.