

The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Forestry, Fisheries and the Environment (DFFE) and is governed by a Board. The organisation is an authoritative voice for weather and climate related services in South Africa and is a member of the World Meteorological Organisation (WMO) to fulfil a range of international obligations of the government. South African Weather Service (SAWS) strives to be a Weather and Climate Centre of Excellence providing innovative solutions to ensure a weather-smart region, sustainable development and economic growth.

The South African Weather Service (SAWS) is therefore seeking to appoint an efficient and enthusiastic person to undertake the role of:

Manager: Asset Management

Salary: Negotiable

Ref: WS02/112021

Centre: Centurion

Job Summary:

To effectively and efficiently manage matters pertaining to the management, safeguarding and accounting of assets within SAWS to meet business needs.

Key Performance Areas:

- Design and implement a comprehensive asset management plan
- Develop and implement an asset disposal management plan
- Plan and co-ordinate the annual physical verification processes
- Ensure that the Fixed Asset Register is valid, accurate and complete
- Co-ordinate and plan meetings for the Disposal Committee as and when required
- Review and monitor the Asset Management Policy and the relevant Standard Operating Procedures
- Liaise with internal and external auditors
- Provide leadership and guidance to staff
- Ensure adherence and compliance with the relevant GRAP Standards on Property Plant and Equipment, Intangible Assets and Leases
- Ensure that appointment of service provider annually to assist with year-end valuations

- Ensure proper record keeping and filing of documents related to acquisitions, transfers, disposals, minutes of meetings and resolutions are kept
- Provide training to staff and regional asset management champions where necessary
- Implement proper and relevant controls for acquisition and maintenance of assets
- Reconcile the Fixed Asset Register to the General Ledger and resolve identified differences within 30 days
- Ensure that all journals that must be processed for assets have supporting documents
- Resolve and clear prior year audit findings
- Compile and co-ordinate an asset requirement plan and asset additions report
- Ensure that proper control systems exist for asset management aimed at eliminating theft, losses, wastage and misuse
- Submit a fixed asset register to the Insurer on an annual basis
- Ensure that all documents for asset related insurance claims are completed and submitted on time
- Update returned electronic equipment register upon resignation of employees / termination of service and verify these assets with Information Communications Technology Department

Minimum Requirements and Attributes:

- Degree in Financial Accounting or equivalent;
- A minimum of 3 years' management experience in Asset Management;
- A minimum of 5 years' relevant experience in Asset Management within Public Sector.

Additional Requirements and Attributes:

- Previous working experience on ERP system in relation to assets
- Advanced knowledge of MS Excel and MS Word
- Valid Driver's License
- Honours in Financial Accounting or equivalent
- Completed Articles

Attributes and Competencies:

- Experience in Staff Management
- Strong business acumen, ethics and integrity

- Good communications skills (written and verbal) at all levels within the business and with stakeholders
- Excellent interpersonal and team working skills
- Meticulous, accurate and pay attention to detail
- Excellent customer and analytical skills
- Ability to work under pressure and at times extended hours to meet deadlines

Please Note:

Enquiries for the above-mentioned positions must be directed to: Ms Thembisa Bixa, at Tel. (012) 367 6208.

Register as a user on our website using this link: <https://www.weathersa.co.za/home/vacancies> to apply for the above position and upload your (Comprehensive CV with certified copies of qualifications).

No CVs from recruitment agencies will be considered

Closing Date: 26 November 2021

Note: All applicant's personal information received will be used for purpose of this recruitment process only

Preference will be given to People living with disabilities in line with SAWS EE targets. This is an EE position and preference will be given to EE candidates. Correspondence will be limited to short listed candidates only. Candidates who have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Weather Service is an equal opportunity employer

Record Reference	HCM-ADVERT-Ref. WS01/022021
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