

DITSONG: Museums of South Africa (DMSA) is a Schedule 3A public entity reporting to the Department of Arts and Culture. DMSA is seeking to appoint a suitably qualified individual on a permanent employment contract for this position based at Head Office in Pretoria.

INTERNAL/EXTERNAL ADVERTISEMENT

ASSET MANAGEMENT SPECIALIST REF: DMSA05/2019

REMUNERATION PACKAGE – R563 124.34

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

A Bachelor's Degree or equivalent qualification in Logistics/Procurement/Finance/Accounting or related field. A minimum of 4 years' experience in a finance field, especially in procurement and asset management. Minimum of 2 years' experience in middle management. Extensive experience in Supply Chain and Asset Management. Extensive knowledge and application of government procurement legislation, policies and procedures (PFMA, Treasury Regulations, PPPFA, National Treasury Practice and Instruction Notes, BBBEE Act).

CRITICAL SKILLS / COMPETENCIES NEEDED

Leadership; team management; problem solving and decision making skills; interpretation of legislation; policy analysis and development; proven negotiation, interpersonal and verbal and written communication skills; excellent report writing; change management, project and financial management facilitation; time management; customer relations management; presentation skills; computer literate (solid experience in the Microsoft Office Suite Innovation, ACCPAC).

KEY PERFORMANCE AREAS inter alia, include:

Demand management and logistics processes and procedures

- Provide mechanisms to improve and maintain logistic processes and procedures.
- Implementation and maintenance of asset management.
- Development and implementation of an asset management register that is updated and maintained timeously and accurately.
- Attain approval before moving assets.

Asset Administration

- Enable annual procurement plans to be submitted timeously and accurately.
- Asset payments have been compiled accurately and timeously.
- Advise on and control capital expenditure for new developments, refurbishments and improvements.
- Create and monitor a system of controls, procedures, and forms for the recording of fixed and heritage assets.
- Record fixed and heritage asset acquisitions and dispositions in the accounting system.

- Conduct periodic reviews of the fixed asset schedule to determine dispositions.
- Prepare audit schedules relating to fixed assets, and assist the auditors in their inquiries.

Asset Management

- Fixed and heritage assets management, fully functional in line with statutory and operational requirements of the Authority in line with PFMA and Treasury regulations.
- Safeguard fixed and heritage assets.
- Compiling/processing of documents for additions.
- Compiling/processing of documents for disposals.
- Compiling annual fixed asset counts sheet.
- Compiling monthly and quarterly fixed asset reconciliation.
- Take on an advisory role with regards to Asset Management matters, policies and procedures.

Asset management strategy

- Develop a strategy of how to manage both heritage and fixed asset.
- Draft processes and procedures of both fixed assets and heritage assets.

General supervision

- Supervise the Sourcing Officer.
- Ensure the achievement of departmental unit objectives.

Journaling Entries

- Reconcile the balance in the fixed and heritage asset subsidiary ledger to the general ledger.
- Run depreciation for all fixed assets.
- Assist in the preparation of budgets.

The application must include a covering letter, comprehensive curriculum vitae (three contactable references with e-mail, telephone or cellphone) and certified copies of qualifications. Submit application

Via Post: Ditsong Museums of South Africa
P.O. Box 4197 Pretoria 0001
Re: **Asset Management Specialist**

Hand delivered to: Ga-Mohle Building, 70 WF Nkomo Street Pretoria
Attention: Ms Nancy Monnakgotla

Emailed: assetspecialist@ditsong.org.za

Closing date and time: 18 October 2019 16h00

Shortlisted candidates shall undergo competency assessments and personnel suitability check such as criminal record, credit record checks, citizenship, qualification verification and employment record check. Application with foreign qualifications will not be considered without SAQA evaluation certificate.

This is an Employment Equity appointment.

Enquiries: Ms M Gumbi at 012 492 5744

DMSA reserves the right not to make an appointment. If you do not receive any response within a month of the closing date, please accept that your application has been unsuccessful.

Regret correspondence will only be sent to interviewed candidates.