



**dpwrt**

**Department:**  
**Public Works; Roads and Transport**  
North West Provincial Government  
Republic of South Africa

**Directorate: Supply Chain Management**

## **Assistant Director: Loss Control**

**Head Office, Mmabatho**

**Salary notch: R206 982 per annum (Ref. 05/2011)**

**Requirements:** • An appropriate Bachelor's degree and/or diploma or equivalent qualification • Computer literate in Microsoft Word, Excel and presentations • Good verbal and written communication skills • Skill in the effective implementation of asset management processes and policies • Ability to diffuse conflicting situations and maintain discipline • Ability to process complex data and cope with ambiguity • Strong negotiation and communication skills • Strong labour relations and disciplinary procedures • Strong investigation skills • Valid driver's licence • Knowledge of PERSAL • Sound understanding of Walker and BAS • Thorough knowledge, interpretation and application of prescripts, guidelines and Government Circulars regarding asset management • Knowledge of Treasury Regulations relating to the management of assets and liabilities and of PFMA prescripts relating to financial misconduct.

**Functions:** • Develop and implement departmental policies regarding the treatment of losses in line with the Provincial Assets, Management Framework and policy and procedures, PFMA and Treasury Regulations • Compile guidelines/policy framework for the treatment of losses of State assets and other financial losses: \* Implement available policy procedures \* Conduct workshops and presentation to staff and other stakeholders \* Ensure effective integration and working procedure between Asset Management, Financial Management and Loss Control • Manage personalised asset registers: \* Ensure periodic verifications of personalised assets in the control of employees \* Ensure monthly updating of the Asset Register and barcoding of personalised assets \* Manage losses and disposals of these losses • Manage and develop staff: \* Compile job descriptions and performance contracts \* Periodically assess performance \* Plan and implement staff development and training \* Provide management information and reports (monthly and quarterly).

**Enquiries:** Ms Same Makgetla, tel. (018) 388-1481

The North West Provincial Department of Public Works, Roads and Transport is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

**Notes:** • Applications must be accompanied by a signed Z83 and a recently updated, comprehensive CV, as well as originally certified copies of all qualification(s) and ID-document and the names of three referees. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA) • Candidates must indicate the number of the post/reference number in their applications • Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted • It will be expected of candidates to be available for selection interviews on a date and time and at a place as determined by the Department.

**Forward applications to the Head of Department, Department of Public Works, Roads and Transport, Private Bag X2080, Mmabatho 2735, for attention: Ms NV Sebitloane, Office No 160, Old Parliament (New Building), Ngaka Modiri Molema Road, Mmabatho.**

**Closing date:** 1 April 2011.

Correspondence will be limited to short-listed candidates only.  
If you have not heard from us within three months of the closing date, please accept that your application has been unsuccessful.