



External Vacancy

Applications listed below are hereby invited from suitably qualified persons whose appointment will promote representivity.

BACKGROUND

Culture, Art, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is a Sector Education and Training Authority (SETA) established under the Skills Development Act (No 97 of 1998).

POSITION: Officer: Asset Management

REFERENCE NUMBER: CATHS09/2021

DURATION: Fixed Term Contract until 31 March 2030

JOB GRADE: C1 (Patterson Grading)

TCTC: R 262, 395.03 per annum (*All-inclusive package*)

LOCATION: Head Office in Midrand

REPORTS TO: Manager: Supply Chain Management

Job Summary

To administer and monitor the complete process relating to the processing of Asset Management to ensure consistent monitoring of Assets as per CATHSSETA's policies and procedures.

Key Performance Areas and Responsibilities

Recording of acquired assets into the fixed asset register (FAR). Reconcile asset register to the General ledger and Trial Balance on monthly basis. Ensure that every asset is tagged, and FAR updated accordingly. Ensure that movement of assets are accounted for and reconciled. Ensure that FAR complies with regulatory requirements. Perform periodic asset count or verification of assets with users. Ensure that every asset is recorded in the general ledger and Asset register under the correct classification. Ensure that assets are used for the benefit of CATHSSETA. Perform depreciation calculation monthly and ensure that the general ledger is updated accordingly. Ensure that assets are always safeguarded and adequately insured. Perform assets impairment test annually. Prepare, update and report on assets capital expenditure and budget plan if any. Manage leased asset schedules to ensure they are up to date and generally recognised accounting practice (GRAP) compliant. Issue inventory to different business units as per request. Perform inventory count and advise Asset Management Practitioner on replenishment needs. Perform year-end stock count for audit purposes. Prepare and journal year-end inventory. Management of the organisation's fleet. Perform monthly fleet management reconciliation. Perform data and voice management on spend manager. Work within the set departmental budget. Implement and maintain initiatives that ensures financial viability. Maintain initiatives aimed at eliminating waste, improve productivity and reduce operating costs within the area of responsibility. Carry out additional duties or responsibilities, which fall reasonably within the domain of the role profile, or in accordance with operational requirements.

Qualifications, Skills, Experience and Attributes

National Diploma in Finance, Asset Management or equivalent is a minimum requirement. A Degree in Financial Accounting will be an added advantage. 2-3 years' experience as an Asset Management Officer. 1-2 years' Supply Chain Administrator experience. Driver's licence is required. One (1) year experience in a SETA environment is advantageous. Planning and organizing. Analytical and Problem Solving. Quality Concern & Attention to detail. Customer focus and loyalty. Organisational Commitment. Integrity and ethical behaviour. Financial management.



Applications are to reach CATHSSETA by 16h00 on Friday, 07 May 2021. Any applications received thereafter will not be considered.

CATHSSETA is an equal opportunity employer committed to principles of Employment Equity. It is the responsibility of the applicants to familiarize themselves with the specific details of the positions they are applying for. Please refer to Cathsseta website for the complete Job Descriptions at www.cathsseta.org.za. Applications must be accompanied by a signed application form indicating the position you are applying for and a detailed CV. Applicants are to submit their applications ELECTRONICALLY ONLY via e-mail to hrvacancies01@cathsseta.org.za.

Correspondence will be limited to successful candidates only. Persons with disabilities are strongly encouraged to apply. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Creditworthiness; Previous employment (reference checks); and Qualification verification. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). CATHSSETA reserves the right to subject shortlisted applicants to psychometric evaluation in accordance with its policies. All shortlisted candidates will be expected to avail themselves for an interview at CATHSSETA's convenience. CATHSSETA reserves the right not to make an appointment. Any queries may be directed telephonically to 011 217 0600 prior 16h00 on the closing date. Any queries received after the cut off will not be responded to. If you have not heard from us within 30 days after the closing date of the advertisement, please consider your application unsuccessful.