



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**Ehlanzeni TVET College**

Ehlanzeni TVET College invites all suitable qualified candidates to apply for the following vacant posts:

**ASSET CLERK X 2**  
**SALARY LEVEL: SL5**  
**SALARY: R163563-R192666 PER ANNUM**  
**CENTRAL OFFICE**  
**REF NO: EHL 45/2019**

#### **JOB PURPOSE**

To assist the Asset Section with general administrative duties and to ensure all assets records are up to date.

#### **KEY PERFORMANCE AREAS**

**RENDER ASSET MANAGEMENT CLERICAL SUPPORT:** To assist the Asset Section with general administrative duties. Compile and maintain records (e.g. asset records/ databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Physical verification of assets. Bar-coding of assets. Completion of movement of assets forms

**RENDER FLEET MANAGEMENT:** Fleet inspection before and after trip. Issue trip authority forms. Administer travelling and subsistence claims for payment. Ensure that vehicles are properly maintained and serviced

**RENDER LOGISTICAL SERVICES:** Place orders. Receive and verify goods from suppliers. Capture goods in register/database. Receive request for goods from end users. Issue goods to end users. Maintain asset register for the campus.

#### **REQUIREMENTS**

- National Diploma in the following Supply Chain Management/ Logistics Management
- Knowledge of the Public Sector its Regulatory and Legislative Framework and Administration Procedures.
- 1 year experience in a similar environment
- Good communication skills
- Good interpersonal skills

- Attention to detail
- A valid driver's license

**PLEASE NOTE THE FOLLOWING:**

Relevant Employment Acts will be considered when filling this position. Application should be submitted on form Z83 obtainable from any Public Services Departments, stating the relevant reference number, a recent updated CV, as well as certified copies of all qualifications including academic record, ID document and driver's license. Failure to submit the requested documents will result in your application not being considered. No faxed applications will be considered. The College reserves the right to withdraw the post at any time. Communication will only be entered into with short-listed and the successful candidates. If you have not heard from us within 3 months after the closing date, please accept that your application has been unsuccessful. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

**ENQUIRIES:** Ms. Patricia Duma (013) 752 7105. Kindly forward all applications to: The Principal, Ehlanzeni TVET College, Private Bag X11297, Nelspruit, 1200 or hand - deliver to the Corporate Centre at 29 Bell Street, Nelspruit, 1200.

**CLOSING DATE: 23 April 2019**