



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

Enquiries: Ms Z.N. Xulu

Ref No: 5/3/11

Date: 29 August 2019

To: All Deputy Director Generals
Chief Directors (Head Office)
Head Office Directors

SUPPLY CHAIN MANAGEMENT CIRCULAR NUMBER 05 OF 2019

RE: APPOINTMENT OF CHIEF DIRECTORATE ASSET CONTROLLERS HEAD OFFICE

1. Kindly be advised that previous Audit Findings have indicated that the department lacks controls in the manner in how assets are moved from one location to another, thus leading to theft and losses and incorrect reporting by Asset Management. To respond to this challenge each Director at Head Office will be required to identify an official that will be the Asset Controller to allow for better control for the Directorate.
2. The roles and responsibilities amongst others will be as follows:
 - a) Liaison for assets in the respective Directorates
 - b) Inform Asset Management of all assets acquired
 - c) Inform Asset Management of all asset movement, i.e. transfers between Directorates and Districts
 - d) Inform Asset Management of all assets lost to be disposed
3. Once identified training will be provided to officials to empower them in their roles and the training will be communicated in due course.
4. The names of the nominated officials must be submitted to Nolwazi Ntshaba at Nolwazi.Ntshaba@kzndoe.gov.za
5. Your co-operation will be highly appreciated.

Dr EV Nzama
Head of Department: Education

08/09/2019.
Date

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Through a Revolutionary Education for All...

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