



Makhosonke Cosmas Mnguni
Motivation Letter

I was employed at the Department of Education as a In-service. Have been fulfilling the duties of a Senior Administration Clerk (Assets and Stores) in Auxiliary Services as the post is vacant.

KRA:

1. **Receive and Deliver Stock and Assets** - Issue stock to official and make sure that adequate stock levels are maintained at all times by requisitioning new stock. Receive both assets and stock and confirm that the specifications are correct.
2. **Capture Requisitions** – Process all incoming requisitions from D.O.E officials by capturing them on the database, updating tally cards and filing requisitions according to sections.
3. **Process Enquiries** – Liaise with D.O.E officials and services providers with regard to availability and specifications of items either issued or purchased.
4. **Barcode and fill in forms for assets** – Barcode new assets and complete the relevant addition or transfer forms as well as update the asset register and individual register.
5. **Filing of documents** – Filing of all requisitions, asset additions, asset transfers, invoices and delivery notes.
6. **Perform Stock Take and Asset Audit** – Perform quarterly Stock Take at the district office as well as perform half yearly Asset Audit at the District office, Circuit Offices, Ward offices and all Education Centres.

...dedicated to service and performance
beyond the call of duty.

KWAZULU-NATAL DEPARTMENT OF EDUCATION

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