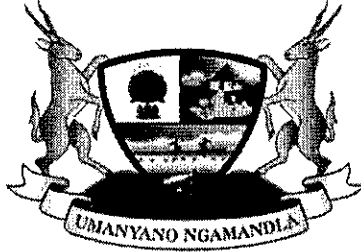


Mbizana Local Municipality

Physical Address
51 Winnie Madikizela
Mandela Street
Postal Address
P O Box 12
Bizana



Office of the Municipal
Manager
Tel: 039 251 0230
Fax: 039 251 0917
lmahlaka@mbizana.org.za

EXTERNAL ADVERTISEMENT

Applicants are hereby invited from suitable qualified individuals to fill the vacant position indicated below:

- | | |
|-------------------|---|
| 1. POST | : ASSET MANAGEMENT OFFICER |
| TASK GRADE | : 11 |
| DEPARTMENT | : BUDGET AND TREASURY OFFICE |
| DURATION | : PERMANENT |
| SALARY | : R250 843.00 Basic Salary Per Annum |

MINIMUM REQUIREMENTS

- ✓ Grade 12,
- ✓ National Diploma in Asset Management or BCom Degree in Asset Management,
- ✓ 2-3 years working experience in Local Government,
- ✓ Must have thorough knowledge of GRAP standards, Treasury Practice note and guidelines,
- ✓ Must have thorough knowledge in Excel, Word, Outlook and Powerpoint as well as working knowledge of Microsoft Access,
- ✓ Other relevant skills: Numerical and Mathematical Accuracy, policy development and analysis as well as problem solving and project planning or management,
- ✓ Completed SAICA articles, knowledge of Munsoft financial system and GCC 2015 will be an added advantage,
- ✓ Valid Code EB Drivers' license.

KEY PERFORMANCE AREAS:

- ✓ Ensure compliance with the Municipality's Asset Management Policy,
- ✓ Review Asset Management Policy annually and align it to GRAP requirements as well as National treasury practice notes and guidelines,
- ✓ Daily maintain and update Fixed Asset Register,
- ✓ Regularly report to the SCM Manager on all issues affecting fixed assets, determination, utilization, replacement and procurement,
- ✓ Ensure that reconciliation and relevant reports are prepared as required,
- ✓ Assist with the preparation of the Annual Financial Statements mostly on issues relating to assets,
- ✓ Perform physical verification as required by the Municipal policy and other guidelines and compile report thereafter for write offs where necessary,
- ✓ Perform assessment of useful lives, residual values and impairment in line with GRAP standards at least annually,

- ✓ Assist AGSA and attend to all issues raised that relates to Asset management,
- ✓ Co-ordinate disposal through action as well as insurance of Municipal assets,
- ✓ Assist with other ad-hoc requests from the SCM Manager or the CFO and
- ✓ Supervise staff reporting to you.

NB: Mbizana Municipality is committed to affirmative action and Employment Equity Act 55 of 1998.

A covering letter clearly stating the position you are applying for, CV with traceable references, certified copies of certificates, ID and driver's licence must be submitted as part of an applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Mbizana Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the HR Offices during office hours. For more information please contact: **Mr Z.S. Jojimali on 039-251 0230** during office hours.
Closing date:..... @ 12pm.

04 July 2019

CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION, THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.

No faxed or emailed applications will be accepted, applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.



Mr. L. Mahlaka
MUNICIPAL MANAGER