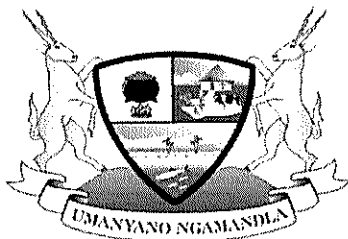


Mbizana Local Municipality

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 ADVERT

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

1. **POST : MANAGER: ASSETS & STORES MANAGEMENT**
DEPARTMENT : BUDGET & TREASURY OFFICE
CONTRACT : PERMANENT
TASK GRADE : 16
REFERENCE : MLM/JD11/MASM
REMUNERATION : R517 771.00 basic salary per annum

REQUIREMENTS

- ✓ Grade 12 or Matric Certificate;
- ✓ Bachelor Degree or BTech in Accounting;
- ✓ Must have strong knowledge of Caseware;
- ✓ Must have a minimum of 2 years supervisory experience in the preparation or auditing of GRAP financial statements and or GRAP compliant Asset Register;
- ✓ Must have a minimum of 2 years' experience in the preparation or auditing of GRAP financial statements and or GRAP compliant asset register;
- ✓ Must have extensive understanding of GRAP (Generally Recognised Accounting Practice);
- ✓ Must be computer literate with the knowledge of MS Office Software Package (MS Word, Powerpoint);
- ✓ Advanced MS Excel will be an added advantage;
- ✓ Ability to speak at least two (2) languages spoken within the Council's area of jurisdiction;
- ✓ Must have knowledge of MFMA, mSCOA and Municipal reporting requirements and
- ✓ Code B drivers' licence.

KEY PERFORMANCE AREA

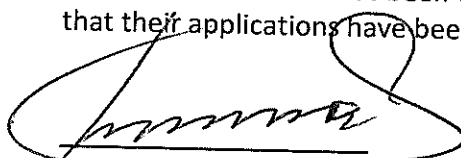
- ✓ Research and develop strategic short and medium-term plans/goals for the Asset and Stores management functionality;

- ✓ Manage the implementation of specific procedures, systems and controls associated with key functional areas embodied in the asset management unit;
- ✓ Manage and control specific accounting procedures associated with asset acquisition and disposal;
- ✓ Manages applications and sequences associated with recording of new acquisitions, computing and recording depreciation and accounting for the disposition of assets related transactions;
- ✓ Review and authorize asset accounting related entries in the Municipal accounting software;
- ✓ Design and monitor procedures and processes to execute specific applications associated with managing the procurement, receiving storage and issue of stock items;
- ✓ Contributing to the production of financial statements and ensure all reporting requirements are complied with;
- ✓ Collection and collation of information in the preparation of the electronic and physical accounting file for audit purposes and
- ✓ Prepare monthly management reports.

An application form (available on the Municipal web site) must be completed to apply for the position, a comprehensive 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 or emailed to: hr@mbizana.gov.za. For more information please contact: Ms N. Mshweshwe on 039-251 0230 during office hours. Closing date: **30.03.2021** @ 12pm.

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

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