



INTERNAL ADVERTISEMENT

ASSET MANAGEMENT OFFICER

NOTICE NO: 122/2021

Senqu Local Municipality, a category 2 municipality that incorporates Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw and the environs invites applications from all suitably qualified candidates for the position mentioned above.

***Remuneration:* TASK GRADE 11 OF A CATEGORY 2 LOCAL AUTHORITY**

R 278 849.00 – R 361 066.00 PER ANNUM (excluding Council 's benefits)

JOB PURPOSE

The Asset Management Officer will be responsible for coordinating activities and applications associated with the proper classification, recording, updating of assets and investment portfolio in accordance with the laid down Municipal policies and procedures.

MINIMUM ESSENTIAL REQUIREMENTS AND EXPERIENCE

- Grade 12 plus three years National Diploma in Accounting
- Three-year relevant experience
- Computer Literacy
- Code EB/B driving license
- Must be prepared to work overtime.

KEY PERFORMANCE AREAS

- Providing inputs into the planning processes, implements and maintain specific procedures, systems and controls associated with the asset management functionality
- Giving inputs into the development of the Standard Operating Procedures (SOPs) respect to asset management.
- Implements control processes and procedures associated with the recording of newly acquired movable and minor assets.
- Implements control processes and procedures associated with the recording of newly acquired immovable assets.
- Controls activities associated with the classification of assets and assessment of the condition of the assets.
- Controls sequences and procedures on calculation and assessment of the value of the asset during the its life-cycle.
- Coordinates activities associated with the asset counting journal related entries.
- Coordinates activities associated with the preparation of monthly/ quarterly statutory and non-statutory reports.
- Coordinating specific sequences associated with sectional administration and support.

KEY COMPETENCIES REQUIRED FROM ALL APPLICANTS

- Proven attributes of integrity, honesty, maturity, courtesy, transparency and commitment to ensure progressive democratic and accountable governance that delivers sustainable and efficient services.
- Ability to effectively inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.
- Ability to maintain the high-quality standards while achieving desired outcomes and results.
- Good organizational and administrative skills, communication skills and problem-solving skills will be an added advantage.
- Report writing skills.
- Be able to work under stressful environment

APPLICABLE BENEFITS IN ADDITION TO THE BASIC SALARY LISTED ABOVE

- Medical Aid, Pension, Housing Subsidy and 13th Cheque

The closing date for submission of applications is Wednesday 24 November 2021 and no late, emailed and faxed applications will be accepted. Application packs must reach us by 12 noon.

APPLICATION PROCESS

Any individual who wishes to apply for this position **must** complete and submit the Senqu Local Municipality application form obtainable from our website www.senqu.gov.za, together with a comprehensive Curriculum Vitae, certified copies of qualifications, ID and driver's license. An application pack which contains all the above-mentioned documents must be submitted to the under mentioned address.

This Council subscribes to the policies of Affirmative Action and Employment Equity and appointment will be made with these policy considerations.

Appointment will be subject to appropriate reference and qualification checks as well as security vetting.

Canvassing and/or lobbying of Councillors and officials will not be accepted and non-compliance thereof shall immediately disqualify an applicant.

Should you not receive communication from us within thirty (30) days after the closing date of this advertisement, please consider your application to be unsuccessful.

A successful candidate will be expected to sign a Performance Agreement.

Please note that Council reserves the right not to fill the position.

CONTACT PERSON

All enquiries should be directed to the Human Resources Directorate *on* - telephone 051 603 1300/1306 *during working hours* or mokokat@senqu.gov.za

MR M.M YAWA

MUNICIPAL MANAGER

SENQU MUNICIPALITY

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Lady Grey

9755

FILE NO. 4/3/2/1/3

15/11/2021