



## ADVERTISEMENT

### ASSET MANAGEMENT OFFICER

NOTICE NO: 08/2022

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

Remuneration: TASK GRADE 11 OF A CATERGORY 2 LOCAL AUTHORITY

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

### JOB PURPOSE

The Assets 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 -years 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 (SOP's) respect to the 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 assets.
- Controls sequences and procedures on calculation and assessment of the value of the assets during its life-cycle.
- Coordinates activities associated with the assets counting journal related entries.
- Coordinates activities associated with the preparation of monthly / quarterly statutory and non-statutory reports.
- Coordinates specific sequences associated with the 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, optimize 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.
- Able to work under stressful environment.

## APPLICABLE BENEFITS IN ADDITION TO THE BASIC SALARY LISTED ABOVE

- Medical Aid, Pension, Housing Subsidy and 13<sup>th</sup> Cheque.

The closing date for submission of application is **Friday, 25<sup>th</sup> February 2022** and no late, emailed and faxed applications will be accepted. Application packs must reach us by 12 noon.

## APPLICATION PROCESS

Any individual wishes to apply **must** complete and submit Senqu Local Municipality Application form obtainable from our website [www.senqu.gov.za](http://www.senqu.gov.za), together with a comprehensive Curriculum Vitae, certified copies of qualifications, ID and drivers' 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 regarding the advert can be directed to the Human Resources Directorate on – telephone number 051 – 603 21300/1306 during working hours or [mokokat@senqu.gov.za](mailto:mokokat@senqu.gov.za).

MR. MM YAWA  
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SENQU LOCAL MUNICIPALITY  
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9755

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

26/01/2022