



Mafube Local Municipality
OFFICE OF THE MUNICIPAL MANAGER

64 J.J Hadebe Street
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FRANKFORT, 9830

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Enquiries: Mr. Tshepang Motloung

OUR REF: 10/1/1

Date: 12th April 2024

EXTERNAL RE-ADVERT

MAFUBE LOCAL MUNICIPALITY INVITES APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES WITH THE NECESSARY DRIVE, ENTHUSIASM AS WELL AS DEMONSTRATING COMPETENCY AND ABILITY TO PERFORM THEIR BEST, TO APPLY FOR THE FOLLOWING VACANCY. APPOINTMENTS WILL BE MADE IN LINE WITH THE MAFUBE LOCAL MUNICIPALITY'S EMPLOYMENT EQUITY POLICY

Directorate : Financial Services
Post : Assets Officer
Salary : R245 788.61 – R281 477.94 per annum
Duration : Permanent
Location : Frankfort
Ref : HR15

Qualifications and Experience

Relevant post-matric qualification, preferably a Certificate / Diploma or equivalent in Property Asset Management / Finance / Property valuation with 2-5 relevant experience. Computer Literacy, Code EB/B Driving License, Must be prepared to work overtime.

Duties and Responsibilities

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. 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) in respect to the asset management. Implements control processes and procedures associated with the recording of newly acquired movable and minor assets. Implement 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 journals related entries. Coordinates activities associated with the preparation of monthly / quarterly statutory and non-statutory reports. Coordinates specific sequences associated with the sectional administration support.

Please note: Applications will not be acknowledged, should you not be contacted within three (3) months after the closing date of the advertisement, please consider your application unsuccessful. Qualifications and SA citizenship checks will be conducted on all short-listed candidates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof. The municipality subscribes and promotes the principles of

employment equity and affirmative action. The Municipality reserves the right not to make an appointment if, in its view, no suitable candidate could be found. Only candidate who meet the above mentioned competencies will be shortlisted. Successful candidates will be subjected to competency assessments, qualification verification, security vetting and criminal records checking.

Forward your applications to:

The Acting Director Corporate Services, Me. Dikeledi Madibo
Mafube Local Municipality
P.O Box 2
Frankfort, 9830

Or

Applications can be emailed to: mlmvacancies@gmail.com

Or

Hand delivers applications at:

Municipal Building
Records Office
64 JJ Hadebe Street
Frankfort, 9830

Applications must be accompanied by fully completed application form (obtainable from our website) a comprehensive CV and originally certified copies of Identity Document, Driver's License and Qualifications.

NB: Faxed and late applications will not be considered

Enquiries: Mr. Tshepang Motloung (Acting HR Manager), Tel: 079 490 5873 / 082 898 1882

Closing date: 29th April 2024 @ 12:00