



# Mafube Local Municipality

## OFFICE OF THE MUNICIPAL MANAGER

64 J.J Hadebe Street  
P O Box 2  
FRANKFORT, 9830

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**Enquiries: Mr. Tshepang Motloung**

**OUR REF: 10/1/1**

**Date: 22<sup>nd</sup> March 2024**

### **EXTERNAL 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 : Manager: Assets**  
**Salary : R397 045.41 – R471 954.63 per annum**  
**Duration : Permanent**  
**Location : Frankfort**  
**Ref : HR18**

### **Qualifications and Experience**

Grade 12 plus three years National Diploma in Accounting, 5-8 years relevant experience. Computer Literacy, Code EB/B Driving License, Must be prepared to work overtime.

### **Duties and Responsibilities**

Overseeing and managing all aspects of the Municipality's assets, from acquisition to disposal, and ensuring that all assets are maintained to the highest standard. You will also be responsible for developing and implementing asset management strategies that align with the Municipality's overall objectives, and for managing the financial aspects of asset management. To provide proper controls and management systems that will ensure effective, efficient, economical, and transparent use of the Municipal assets. Safeguarding and management of Municipality's property, plant, and equipment. To ensure management are aware of their responsibilities in regards of infrastructure assets. To set out the standards of physical management, recording and internal controls to ensure property, plant and equipment are safeguarded against inappropriate loss or utilization. To specify the process required before expenditure on property, plant and equipment occurs. Maintain a GRAP compliant FAR and account for the assets accurately. Ensure the safekeeping of the assets as per asset management policies. Ensure the adequate maintenance of the asset register. Manage the disposal of the assets in line with legislation. Ensure compliance with asset management policies and legislation. Facilitate the procurement and the management of an insurance broker. Ensure that all municipality assets are sufficiently insured. Management of all the claims process for all losses suffered by the municipality. Recording of all incident reports and claims notifications. Set out a legislative framework to comply with asset management requirements, more especially requirements pertaining to the safeguarding of municipal assets. Ensuring that the general the public rights and obligations when lodging a public liability claim is well communicated. Set out the role and responsibilities of officials, managers, and councilors regarding insurance processes. Facilitate the procurement and the management of an insurance broker. Management of all the

claims process for all losses suffered by the municipality. Recording of all incident reports and claims notifications.

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**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**

**Email: [mlmvacancies@gmail.com](mailto:mlmvacancies@gmail.com)**

**Hand deliver 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: 07<sup>th</sup> May 2024**

**Adv. M.F Lepheana**  
**Acting Municipal Manager**