



JOZINI MUNICIPALITY (KZ 272)

Private Bag X028, Jozini, 3969

Circle Street, Bottom Town, Jozini

Tel: (035) 5721269 Email: bnyawo@jozini.org.za Fax: (035) 5721423

JOB ADVERTISEMENT

POSITION : Asset Management Officer

DEPARTMENT : Finance

LOCATION : Jozini Municipality

JOB GRADE : T10 (136 284.00)

REPORTS TO : Finance Manager

CLOSING DATE : 01/03/2013

A vacancy exists for the above position.

The Job Content is described in terms of the Objectives and Outputs.

OBJECTIVES

To effectively and efficiently safeguard the asset management function.

OUTPUTS

- Coordinate in consultation with the CFO the development of asset management plans for acquisitions, replacements, operations, maintenance and disposal of assets.
- Coordinate and facilitate the asset acquisition, replacement and disposal processes
- Analyze the asset acquisition , replacement, operations , maintenance, disposal decisions and proposals
- Safeguarding the assets from inappropriate loss including appropriate control over the physical access to these assets.
- Ensuring that proper procedures for the movement assets from one user to another for maintenance or disposals outside the municipality are in place and enforced.
- Implementation of sound internal controls supporting the asset management function.
- Updating the Asset Management system with detailed information relating to all Municipal Assets.
- Update the asset registers to ensure that they accurately reflect the assets recorded in the asset management system and that they are available for used for.
- Conduct regular asset condition assessments through the provision of technical advice and data capturing processing services to ensure the outputs of condition assessments are relevant accurate and integrated into the asset management system in a timely
- Analyze asset information for the production of reports or system updates using Microsoft Excel or other available.
- Reporting on performance of assets
- Maintains all capital asset records and depreciation schedules
- Reconciles assigned general ledger accounts relating to asset management on a regular basis.
- Assists in preparation of asset register year-end audit file.
- Perform other related duties as assigned.



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COMPETENCIES

Skills:

- Advanced skills in MS Excel
- A thorough understanding of relevant and applicable legislative and regulatory framework
- Drivers License
- Computerized accounting programs such as Pastel Evolution and Case Ware

Knowledge:

- Generally Recognized Accepted Accounting Principles
- A good understanding of asset management as well as policies to safeguard, maintain, dispose the assets

REQUIREMENTS

Qualifications:

- B. Com Degree in Accounting and Finance or Equivalent (NQF7)

Experience:

- A minimum of 2 years related experience in Asset Management

The Company's approved Employment Equity Plan and Targets will be considered as part of the recruitment process.

Please forward your application to HR Manager Jozini Municipality, Private Bag X 028, Jozini, 3696. Application letters should be accompanied by comprehensive CV together with certified copies of qualifications, ID Copy and Driver's license. Incomplete CV's will not be considered.

Faxed and Emailed applications are not allowed.

Approval by MM Yes / No

Signature: _____

Date: _____