

Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following positions:

BUDGET AND TREASURY DEPARTMENT

ASSETS MANAGEMENT OFFICER (X1)

Salary Scale: R185 111.64 – R 240 296. 88 per annum

Applicable benefits: Medical aid, Pension, 13th cheque, Home owner's allowance

Minimum requirements

- Matric Certificate, B Com Degree in Accounting or National Diploma in Accounting or any equivalent Accounting qualification.
- 3-4 years' experience as an Asset Management Officer.
- Knowledge, skills, and abilities which are consistent with Asset Management.
- Ability to communicate both in English and isiZulu.

Key Performance Areas

- Assign tag numbers(bar-codes) to new fixed assets
- Prepare monthly capital acquisition report
- Update the PPE register for acquisitions, disposals, impairments and changes in the remaining useful lives of assets.
- Track the compilation of projects costs into fixed assets accounts, and close out those accounts once the related projects have been completed.
- Maintain a finance lease register, including calculation of straight-lining, preparation of amortisation schedules and document required disclosure and supporting documentation thereof.
- Reconcile the balance sheet in the fixed asset register to the summary-level in the general ledger.
- Ensuring classification of Assets Register is correct and confirms to the required GRAP Standards.
- Calculate depreciation for all fixed assets
- Investigate the potential obsolescence of fixed assets
- Conduct periodic impairment reviews for intangible assets
- Conduct periodic physical inventory counts of fixed assets
- Provide supervision, guidance and review the work of junior staff.

- Compile and maintain a retention register
- Reconcile all capital asset votes in work in progress.
- Ensure that all municipal assets are insured
- Ensure safeguarding of all municipal assets.
- Any other activity as may be delegated

ASSETS MANAGEMENT CLERK (X2)

Salary: R90 876.96 – R117 972.12 Per annum

Applicable benefits: Medical aid, Pension, 13th cheque, Home owner's allowance

Minimum Requirements

- A Grade 12 Senior Certificate
- B degree in Accounting / National diploma in Accounting
- 1 to 2 years' experience working as an Assets Clerk
- Ability to communicate both in isiZulu and English.

Key Performance Areas:

- Monitor, enter, and track all municipal assets.
- Monitor all activity accounts for the municipality, making sure that the accounts are spent appropriately and do not overdraw.
- Process, type, and distribute reports for reimbursement of capital funds.
- Respond to other bookkeeping needs for activity and budget funds as may be required.
- Work cooperatively with colleagues, supervisors and administrators.
- Follow policies and administrative rules and regulations of the municipality.
- Maintain behaviour appropriate to performing and accomplishing assigned duties.
- Perform any other duties as may be assigned by the supervisor.

ASSETS MANAGEMENT TRAINEE (X1)

Salary scale: R36 000.00 per annum

Minimum Requirements

- A Grade 12 Senior Certificate
- B degree in Accounting / National diploma in Accounting or about to finish any of these qualifications
- Ability to communicate both in isiZulu and English.

Key Performance Areas:

- Assist in monitoring, entering, and tracking all municipal assets.

- Assist in monitoring all activity accounts for the municipality, making sure that the accounts are spent appropriately and do not overdraw.
- Assist in processing, typing, and distributing reports for reimbursement of capital funds.
- Assist in responding to other bookkeeping needs for activity and budget funds as may be required.
- Work cooperatively with colleagues, supervisors and administrators.
- Follow policies and administrative rules and regulations of the municipality.
- Maintain behaviour appropriate to performing and accomplishing assigned duties.
- Perform any other duties as may be assigned by the supervisor.

Ubuhlebezwe Municipality is an equal opportunity, affirmative action employer.

A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificate and Identity document must be forwarded to: The Municipal Manager, P. O. Box 132, and IXOPO 3276 by not later 16h00 on Friday the 17th July 2015. Faxed applications will not be accepted. If you do not hear from Council within 30 days of the closing date, please consider your application as unsuccessful.

All enquiries should be directed to the HR Officer, Mrs. LH Khumalo (039 834 7700)

Council reserves the right not to make any appointment/appointments into the abovementioned positions.

**GM SINEKE
MUNICIPAL MANAGER**