

## EXTERNAL CIRCULATION

**DIRECTORATE: FINANCIAL SERVICES**

**POST DESIGNATION: SENIOR ASSET MANAGEMENT OFFICER X 2**

**PERMANENT APPOINTMENT**

**WC0443397 / WC0443447**

**REFERENCE: FIN MGMT 05/2023 3397/3447**

<b>Salary</b>	: R 375 600 – R 487 584 per annum T12
<b>Additional Service Benefits</b>	: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

### MINIMUM REQUIREMENTS:

- A relevant 3-year tertiary qualification, preferably a national diploma or b com with financial accounting as a major subject.
- Code B driver's license
- Computer literacy (MS office).
- To have a good theoretical knowledge of accounting, numeric and financial capabilities.
- 2-5 Years appropriate experience in local government finance.

### COMPETENCIES:

- Accounting, procurement, budgeting, financial management, costing, financial reporting, financial process.
- Oral and written communication, organisational awareness, problem solving, planning and organising.
- Interpersonal relationships, communication, service delivery orientation.
- Action and outcome orientation, resilience, cognitive ability, change readiness, learning orientation.
- Impact and influence, team orientation, direction setting, coaching and mentoring.

### KEY PERFORMANCE AREAS:

- Ensure all actions, interpretations and policies and procedure are within the latest legislative requirements and prescripts, also adapting to the findings and interpretations of the auditor general.
- Ensure assets are accounted for in the correct financial manner as per accounting specifications.
- Ensure the safeguarding of all municipal assets and account for the use and location of such assets.
- Oversee the process of tracking, monitoring and managing all non-fixed asset items to ensure they are accounted for.
- Ensuring accurate financial information is supplied timeously for inclusion in the annual financial statements to paint a true picture of the financial position of the organisation.
- Assist the Director: Finance in executing his fiduciary duties with regard to total project planning by, ensuring the type, reason, source, method, timing and funding source is known for all future projects before they are approved.
- Ensure that the necessary information regarding asset related aspects be conveyed to all relevant parties in a clear and uniform manner whilst the recording of methods used, and decisions made is crucial in creating continuity over time
- Ensure that information, advice and opinions relevant to the functionality is communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanation and facts.
- Ensure that staff are entrusted with tasks, so as to contribute to personal growth and development and lead to an up-skilled labour force within the municipality.

### **SPECIAL CONDITIONS ATTACHED TO THE POST**

- Professional proficiency and good knowledge of functional area
- Sound knowledge of the financial legislation applicable to local government
- Accuracy and ability to give attention to detail
- Good interpersonal skills
- Good administrative and numerical skills
- Firm but fair approach
- Ability to function independently without constant supervision
- Ability to work under pressure
- High work standards
- Ability to lead a team but also follow instructions of superiors
- Fluent verbal and written proficiency in at least two of the official languages of the western cape
- Good analytical and problem-solving abilities
- Ability to meet crucial deadlines and work overtime if required.

**ENQUIRIES: Clarina Nell 044 801 9034**

### **INSTRUCTIONS TO APPLICANTS**

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable. Applications must be submitted **electronically** preferably as one PDF document to [recruitment@george.gov.za](mailto:recruitment@george.gov.za). Application forms can be obtained from the Municipal website, [www.george.gov.za](http://www.george.gov.za) and must reach the Human Resource Department on or before **19 JUNE 2023** at 12:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email.**

**Only electronic applications will be accepted.**

**Disqualification:**

**Please note that the following will lead to disqualification:**

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councillors and/or officials.

Non-adherence to the instructions on the advertisement.

**NB:** Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

**The Municipality reserves the right not to make an appointment.**

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

- **CLOSING DATE: 19 JUNE 2023**

# VACANCY VAKATURE



## SIJIKELIZISWA NGAPHANDLE

**ICANDELO LOLAWULO: IINKONZO ZEMALI**

**IGAMA LESIKHUNDLA: IGOSA ELIPHEZULU LOLAWULO LWEE-ASETHI X 2**

**UKUQESHA NGOKUSISIGXINA**

**WC0443397 / WC0443447**

**IREFERENSI: FIN MGMT 05/2023 3397/3447**

**Umvuzo** : R 375 600 – R 487 584 ngonyaka T12

**Iinzuzo ezongezelweyo zeNkonzo** : Uncedo lonyango, Umhlala phantsi, Isibonelelo seZindlu/sokuQesha (ngokuxhomekeke kwiimfuneko ezimiselweyo), Itshekhi ye-13 kunye ne-Inshurensi yoBomi beQela.

### IIMFUNEKO EZINCINANE:

- Isiqinisekiso semfundo ephakamileyo seminyaka emi- 3, kukhethwa idiploma yesizwe okanye iBcom enogcwangciso-mali lwezemali njengesifundo esiphambili.
- Ikhawudi B yePhepha-mvume lokuqhuba
- Ulwazi lweKhompyutha (MS office).
- Ukuba nolwazi olululo lwenkcazo yengcingane yocwangciso-mali, amanani kunye nokukwazi ukusebenza ngemali.
- 2-5 Iminyaka yamava afanelekileyo kwezemali kurhulumente wasekhaya.

### UBUCHULE:

- Ucwangciso-mali, ukuthengwa kwempahla, uhlahlo lwabiwo-mali, ulawulo lwemali, iindleko, ukunika ingxelo yemali, inkqubo yezemali.
- Unxibelelwano lomlomo nolubhaliweyo, ulwazi lombutho, ukusombulula ingxaki, ucwangciso nolungiselelo.
- Ubudlelwane phakathi kwabantu, unxibelelwano, ukuqhelaniswa nokunikezelwa kweenkonzo.
- Ukuqhelaniswa nentshukumo kunye nesiphumo, ukomelela, isakhono sengqiqo, ukulungela inguqu, ukuziqhelanisa nokufunda.
- Impembelelo nefuthe, ukuqhelaniswa neqela, ukubeka umkhomba ndlela, ukuqeqesha kunye nokuthantamisa.

### IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Qinisekisa ukuba zonke iintshukumo, utoliko kunye nemigaqo-nkqubo kunye nenkqubo ingaphakathi kweemfuno zowiso-mthetho zamva nje kunye nemigqaliselo, ekwalungelelaniswa neziphumo kunye nokutolikwa komphicothi-zincwadi jikelele.
- Qinisekisa ukuba kunikwa ingxelo ngee-asethi ngendlela eyiyo ngokwemali ngokwemigaqo yocwangciso-mali.
- Qinisekisa ukukhuselwa kwazo zonke ii-asethi zikamasipala kwaye unike ingxelo zokusetyenziswa kunye nendawo ezikuyo ezo asethi.
- Yongamela inkqubo yokulanda umkhondo, ukubeka esweni nokulawula zonke izinto ze-asethi ezingamiselwanga ukuqinisekisa ukuba kunikwe ingxelo ngazo.
- Qinisekisa ukuba iinkcukacha zemali ezichanekileyo zinikezelwa kwangexesha ukuze zibandakanywe kwiingxelo zemali zonyaka ukuzoba umfanekiso wokwenene wemeko yemali yombutho.

- Ncedisa uMlawuli: WezeMali ekwenzeni imisebenzi yakhe yokuthembeka ngokubhekiselele kucwangciso olupheleleyo lweprojekthi, ngokuqinisekisa uhlobo, isizathu, umthombo, indlela, ixesha kunye nomthombo wenkxaso-mali uyaziwa malunga nazo zonke iiprojekthi zexesha elizayo phambi kokuba zamkelwe.
- Qinisekisa ukuba ulwazi oluyimfuneko malunga nemiba enxulumene ne-asethi lugqithiselwa kuwo onke amaqela achaphazelekayo ngendlela ecacileyo nefanayo ngelixa kurekhodwa iindlela ezisetyenzisiweyo, kwaye izigqibo ezenziweyo zibalulekile ekudaleni ukuqhubeka ngokuhamba kwexesha.
- Qinisekisa ukuba ulwazi, iingcebiso kunye nezimvo ezifanelekileyo ekusebenzeni zidluliselwa ngeendlela ezahlukeneyo kwaye zitolikwa ngokuchanekileyo ngokubonelela ngengcaciso eyaneleyo necacileyo kunye neenyaniso.
- Qinisekisa ukuba abasebenzi baphathiswe imisebenzi, ukuze babe negalelo ekukhuleni kwabo nasekuziphuhliseni kwaye kukhokelele ekuphuculweni kwezakhono zabasebenzi kumasipala.

### **IMIQATHANGO EYODWA EQHOTYOSHELWE KWISIKHUNDLA**

- Ubuchule bobugcisa nolwazi olululo lwendawo yokusebenza
- Ulwazi oluphangaleleyo lomthetho wemali osebenza kurhulumente wasekhaya
- Ukuchaneka kunye nokukwazi ukunika ingqalelo kwiinkcukacha
- Izakhono ezifanelekileyo zokusebenzisana nabanye
- Izakhono ezifanelekileyo zolawulo namanani
- Indlela ezinzileyo kodwa enobulungisa
- Ukukwazi ukusebenza ngokuzimeleyo ngaphandle kokubekwa kweliso rhoqo
- Ukukwazi ukusebenza phantsi koxinzelelo
- Imigangatho ephezulu yokusebenza
- Ukukwazi ukukhokela iqela kodwa ulandele imiyalelo yabongameli
- Ubuchule bokuthetha nokubhala ngokutyibilikayo ubuncinane kwiilwimi ezimbini ezisemthethweni zasentshona Koloni
- Izakhono ezifanelekileyo zokuhlalutya kunye nokusombulula iingxaki
- Ukukwazi ukuhlangabezana nemihla ebekiweyo ebalulekileyo kunye nokusebenza ixesha elongezelekileyo ukuba kuyimfuneko.

**IMIBUZO: Clarina Nell 044 801 9034**

### **IMIYALELO KUBAFKI-ZICELO**

Abafaki -zicelo kufuneka bangenise ifomu yesicelo esemthethweni egcwaliswe onke amacandelo kunye neCV ebanzi, iikopi ezinqinisekisiweyo (ezingekho ngaphezu kweenyanga ezi-6 ubudala) zeziqinisekiso zemfundo, isazisi, kunye nephepha- mvume lokuqhuba, ukuba kufanelekile. Izicelo kufuneka zingeniswe **ngokufakwa kwikhompyutha** kusetyenziswa i-intanethi ngokukhethekileyo njengoxwebhu olunye lwePDF kwa-[recruitment@george.gov.za](mailto:recruitment@george.gov.za). Iifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, [www.george.gov.za](http://www.george.gov.za) kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla we-**19 eyeSilimela 2023** ngeye-12:00 emini. **Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kumgca wesihloko se-imeyili.**

### **Zizicelo ezifakwe ngekhompyutha kusetyenziswa i-intanethi kuphela eziya kwamkelwa.**

#### **Ukuthintelwa:**

#### **Nceda uqaphele ukuba oku kulandelayo kuya kukhokelela ekuthintelweni:**

Ukungangeniswa kwamaxwebhu afunekayo okanye ukungeniswa kwamaxwebhu obuqhophololo.

Ukurhwetyeshwa kooCeba kunye/ okanye amagosa.

Ukungathotyelwa kwemiyalelo ekwisibhengezo sentengiso

**QAPHELA:** Nceda uqaphele apho kuyimfuneko, abagqatswa abafakwe kuluhlu olufutshane baya kufakwa kwinkqubo yohlolo nophononongo lwemvelaphi. Ngokungenisa isicelo sesi sikhundla, abagqatswa bayavuma ukuba kwenziwe uphononongo lwemvelaphi

## **UMasipala ugcine ilungelo lokungaqeshi.**

Ukuba awukhange uve kuthi phakathi kweenyanga ezi-3 zomhla wokuvala, nceda uthathe ngokuba isicelo sakho asiphumelelanga.

UMasipala waseGeorge ngumqeshi onamathuba alinganayo ohambelananomthetho-siseko wenkqubo yokukhawulelana nabo babengenamalungelo ngaphambili kunye noLungelelwaniso kwiNgqesho. Ukhetho luya kunikezelwa kubafaki-zicelo abasuka kumaqela anyuliweyo/angamelwanga ngokwaneleyo

Ukuqeshwa kuya kuxhomekeka kwimfuneko yokusayinwa kwemvumelwano yengqesho kwaye, apho kufanelekileyo, isivumelwano sentsebenzo kunye nokubhengezwa kweenzuzo kunye nomdla.

**UMHLA WOKUVALWA: 19 EYESILIMELA 2023]**

