

## EXTERNAL CIRCULATION

**DIRECTORATE: FINANCIAL SERVICES**

**POST DESIGNATION: SENIOR CLERK: ASSET MANAGEMENT X2**

**PERMANENT APPOINTMENT**

**WC0443424/ WC0443425**

**REFERENCE: FIN MGMT 11/2023**

**Salary** : R 164 628 – R 213 696 per annum T6  
**Additional Service Benefits** : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

### MINIMUM REQUIREMENTS:

- 2 - 5 Years relevant experience
- Grade 12
- Computer literacy: MS Office
- Code B Driver License

### COMPETENCIES:

- Core professional competencies: written and oral communication, attention to detail, influencing, ethics and professionalism, organisational awareness, problem solving, planning and organising
- Functional competencies: business processes, use of technology, data processing & analysis
- Public service orientation competencies: interpersonal relationships, communication, service delivery orientation, client orientation and customer focus
- Personal competencies: action orientation, resilience, change readiness, cognitive ability, learning orientation
- Management / leadership competencies: impact and influence, team orientation, direction setting, coaching and mentoring

### KEY PERFORMANCE AREAS:

- Asset Administration: Ensure that all asset items are marked and catalogued for easy identification and auditing purposes.
- Asset Tracking and Verification: Ensure effective management and control of assets.
- Transfers, Write-Offs or Additions: Ensure proper coordination of asset transfers and write-offs.
- Auction Functions: Assist in the execution of an effective auction.
- Cost Accounting: Ensure that proper costing is done for all council vehicles.
- Job-Costing Time Sheets: Ensure that the time sheets are accurately processed and filed to ensure ease of use and allow for continuity in the job-costing process.

### SPECIAL CONDITIONS ATTACHED TO THE POST

- Must be trustworthy and reliable to function competently in the post
- Must be able to function independently
- Good numerical skills
- Accuracy and ability to give attention to detail
- Good interpersonal skills
- Ability to work as part of a team and take instruction
- Ability to communicate in at least two of the official languages of the Western Cape
- Computer literate (Excel & BAUD)

**ENQUIRIES: MS 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 **FinancePosts@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 **15 NOVEMBER 2023 at 16H30**. **Applicants must clearly state the reference number and position title in the subject line of the email. Applicants are required to complete application form in full.**

**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: 15 NOVEMBER 2023**

## SIJIKELIZISWA NGAPHANDLE

ICANDELO LOLAWULO: IINKONZO ZEMALI

IGAMA LESIKHUNDLA: UNOBHALA OPHEZULU: ULAWULO LWEE-ASETHI X2

UKUQESHA NGOKUSISIGXINA

WC0443424/ WC0443425

IREFERENSI: FIN MGMT 11/2023

**Umvuzo** : R 164 628 – R 213 696 ngonyaka T6

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

### **IIMFUNENKO EZINCINANE:**

- 2 - 5 Iminyaka yamava anxulumeneyo
- IBanga le-12
- Ulwazi lwekhompyutha: MS Office
- IHowudi B yePhepha-mvume lokuqhuba

### **UBUCHULE:**

- Ubuchule obungundoqo boBungcali – Unxibelelwano olubhaliweyo nolomlomo, Ingqalelo kwinkcukacha, Impembelelo, Imigaqo yokuziphatha ngokusesikweni nobuchule, Ulwazi lombutho Ukusombulula Inxaki, uCwangciso noLungiselelo
- Ubuchule bokusebenza – Iinkqubo zoshishino, Usetyenziso lweTekhnoloji , UkuSetyenziswa kolwazi noHlalutyo
- Ubuchule bokuqhelaniswa neNkonzo zoLuNtu -Ubudlelwane phakathi kwabantu, Unxibelelwano, Ukuqhelaniswa nonikezelo lweenkonzo, Ukuqhelaniswa nabaXumi nokugxila kubathengi
- Ubuchule bomntu- Ukuqhelaniswa neNyathelo, Ukomelela, Ukulungela inguqu, Isakhono sokuqeqesha, Ukuqhelaniswa nokufunda
- Ubuchule boLawulo / bobuNkokheli – Impembelelo nefuthe, Ukuqhelaniswa neqela, Ukubeka umkhombandlela ,Ukuqeqesha nokuthantamisa.

### **IINDAWO EZINGUNDOQO ZOKUSEBENZA**

- Ulawulo lwee-asethi: Qinisekisa ukuba zonke izinto ze-asethi ziphawulwe kwaye zifakwe kwikhathalogu ukuze zalathwe ngokulula kunye neenjongo zophicotho- zincwadi.
- UkuKhangelwa nokuQinisekiswa kwe-Asethi: Qinisekisa ulawulo olusebenzayo nolawulo lwee-asethi.
- Uweliselo-mali, ukuCima okanye ukongezwa: Qinisekisa ulungelelwaniso olululo lotshintshelo lwee-asethi kunye nokucinywa.
- Imisebenzi yeFandesi: Ncedisa ekwenzeni ifandesi esebenzayo.
- UCwangciso-mali lweendleko: Qinisekisa ukuba kwenziwa amaxabiso afanelekileyo azo zonke izithuthi zebhunga.
- Amaphepha eXesha okuXabisa umsebenzi: Qinisekisa ukuba amaphepha exesha aqwalaselwa ngokuchanekileyo aze afakwe efayilini ukuze kuqinisekise ukusebenziseka ngokulula nokuvumela ukuqhubeka kwinkqubo yokuxabisa umsebenzi.

## **IMIQATHANGO EYODWA EQHOTYOSHELWE KWISIKHUNDLA**

- Kufuneka uthembeke ukuze usebenze ngokufanelekileyo kwisithuba
- Kufuneka ukwazi ukusebenza ngokuzimeleyo
- Izakhono ezifanelekileyo zamanani
- Ukuchaneka kunye nokukwazi ukunika ingqalelo kwiinkcukacha
- Izakhono ezifanelekileyo zokusebenzisana nabanye
- Ukukwazi ukusebenza njengxenye yeqela kunye nokuthatha imiyalelo
- Ukubanakho ukunxibelelana ubuncinane ngeelwimi ezimbini ezisemthethweni zaseNtshona Koloni
- Ulwazi lwekhompyutha (i-Excel & neBAUD)

### **MIBUZO: NKS CLARINA NELL (044-801 9034)**

#### **IMIYALELO KUBAFKI- SICELO**

Abafaki -zicelo kufuneka banganise 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-

**FinancePosts@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 -**15 eyeNkanga 2023** ngeye-16H30. **Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kumgca wesihloko se-imeyili. Abafaki-zicelo kufuneka bagcwalise ifomu yesicelo ngokupheleleyo.**

**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 ohambelanomthetho-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 nenzala.

### **UMHLA WOKUVALWA: 16 eyeNkanga 2023**