

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: Financial Services**  
**POST DESIGNATION: SENIOR ASSET MANAGEMENT OFFICER (x2) - George**  
**(Permanent)**  
**WC3397/WC3447**  
**REFERENCE: 3768568**

Salary: R440 940 - R572 400 (T12)  
Additional Service Benefits: 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 (Attach transcript).
- 2-5 years' relevant experience
- Code B License
- Computer literacy

### COMPETENCIES:

- Functional Competencies: Accounting, Procurement, Budgeting, Financial Management, Costing, Financial Reporting, Financial process Management.
- Core Professional Competencies: Oral Communication, Written Communication, Organisational Awareness, Problem Solving, Planning and Organising.
- Functional Competencies: Accounting, Procurement, Budgeting, Financial Management, Costing, Financial Reporting, Financial Process Management.
- Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery, Orientation.
- Personal Competencies: Action and outcome orientation, Resilience, Cognitive ability, Change readiness, Learning orientation
- Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring

### KEY PERFORMANCE AREAS:

- STATUTORY FRAMEWORK, POLICY AND PROCEDURES: 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.
- ASSET FINANCIAL ADMINISTRATION: Operating and Finance Leases, Intangible Assets, Heritage Assets, Investment Property, Financing Function - Ensure assets are accounted for in the correct financial manner as per accounting specifications.
- ASSET MANAGEMENT AND CONTROL: Disposal / Write-off , Verification and Transfers, Additions to the FAR, Data Capturing - Ensure the safeguarding of all municipal assets and account for the use and location of such assets.
- MOVEABLE / INVENTORY ASSET MANAGEMENT: Oversee the process of tracking, monitoring and managing all non-Fixed asset items to ensure they are accounted for.
- FINANCIAL YEAR-END PROCESS: 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.
- PROJECT / BUSINESS PLANS: 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.
- RECORD MANAGEMENT, INFORMATION CONTROL & REPORTS: Necessary information regarding asset related aspects must 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

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- **COMMUNICATION AND INTERACTION:** 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.
- **AD-HOC DEPARTMENTAL & DIRECTORATE FUNCTIONS:** The Asset Management Unit forms part of the Financial Statements department and ultimately the bigger Finance Directorate. Certain directorate or departmental responsibilities may from time-to-time spill over and require contributions from others such as the Assets Section.
- **SUPERVISION / STAFF PERFORMANCE:** Staff must be 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:**

- The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements.
- Professional proficiency – 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.

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** Mrs Clarina Nell ((044) 801 9034)

## **INSTRUCTIONS TO APPLICANTS (Please read carefully)**

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, [www.george.gov.za](http://www.george.gov.za), under **Job Portal**. Applicants must register and apply online before **[2025-08-15]** at 16:30pm.

## **Please Note the following when applying on the Portal:**

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

**Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:**

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.

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- All relevant Qualifications (include transcript) and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only If applicable.

**Only online applications will be accepted.**

**The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.**

**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: [2025-08-15] AT 16:30PM**