

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: FINANCIAL SERVICES

POST DESIGNATION: SENIOR ASSET MANAGEMENT OFFICER - GEORGE

PERMANENT APPOINTMENT

WC443397

REFERENCE: 4384630

CLOSING DATE: 2026-10-09 AT 16:30 PM

Salary	: R 461 880 – R 599 592 per annum (T12)
Additional Service Benefits	: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance
Perks	: If applicable None (subject to prescribed requirements)

MINIMUM REQUIREMENTS:

- A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject.
- Computer literacy: MS Office
- 2- 5 years relevant experience required
- Valid Driver's License (Code B)

COMPETENCIES:

- Functional Competencies: Accounting, Procurement, Budgeting, Financial Management, Costing, Financial Reporting, Financial Process Management.
- Professional Competencies: Oral Communication, Written Communication, Organisational Awareness, Problem Solving, Planning and Organising.
- Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery.
- 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:

- 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.
- 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
- Ensure that information, advice and opinions relevant to the functionality is communicated through

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the various mediums and accurately interpreted through the provision of adequate and clear explanation and facts.

- 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.
- 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.

ENQUIRIES: MRS CLARINA NELL (044) 801 9034)

PROBATION PERIOD: 6 months

INSTRUCTIONS TO APPLICANTS

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, www.george.gov.za, under **Job Portal**. Applicants must register and apply online before **[2026-10-09]** 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.
- All relevant Qualifications 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.

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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 may lead to disqualification:

- Applicants who attempt to gain favour with any members of the selection panel or any other employee or councillor for that matter, will be disqualified.
- Applicants who intentionally misrepresent information in pursuit of their own benefit will also be disqualified.
- According to the Local Government Municipal Staff Regulations (Gazette no. 45181), a person who was dismissed from a Municipality for any reason stated in Annexure E of the said Regulations, may not be employed in any Municipality before the period set out in the Annexure, has expired (refer to Local Government Municipal Staff Regulations: Annexure E).
- Late applications will not be accepted.
- Candidates who do not adhere to the instructions for pre-liminary evaluations, practical assessment and interviews will be disqualified.

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.

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