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Better District, Better Life and Growth for all.

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Alfred Nzo Development Agency SOC Ltd
Reg nr: 2009/009093/30

EXTERNAL ADVERTISEMENT
VACANT POSITION
NOTICE NO. 03/2019/2020

Applications are hereby invited from suitably qualified persons for the following position:

1. **FINANCE DEPARTMENT**

ASSET MANAGEMENT OFFICER
FIVE YEAR FIXED TERM CONTRACT
ALL INCLUSIVE TOTAL REMUNERATION PACKAGE: R359 321.00

JOB PURPOSE: Performs tasks/activities associated with maintaining the Agency's assets, physical verification and safe keeping of bar coded assets, preparing and controlling the asset register against loss, damage and theft in the section and complying with the Agency's Asset Management requirement and procedures.

KEY REQUIREMENTS: Grade 12 • A recognised Three-year Degree/Diploma/National Diploma in Accounting or Equivalent Qualification Relevant to the field • Minimum of 2 to 3 years' experience in Asset/ Procurement function • Knowledge of the Local Government sector and applicable legislation • Knowledge of Preferential Procurement Policy Framework • Knowledge of the Public Finance Management Act (Act no. 1 of 1999) and related legislation • A valid Driver's Licence • Strong analytic skills • Personal credibility and professionalism • Good verbal and written communication skills • Competency skills in the use of computers especially in Excel, Word, PowerPoint, Emails and Internet. • Required to work in a team. • Willingness and readiness to work long hours and under pressure when necessary.

KEY PERFORMANCE AREAS: Attend to specific functions associated with asset controlling in the Section by attending bar coding of assets on delivery to ensure assets can be identified as the Agency's property • Maintaining a detailed record of bar coded assets by conducting physical verification and entering assets into the Assets Register, including generating of inventory list report for submission to the Accountant: Asset and Risk Management • Maintaining that bar coded Agency's assets are insured and for unforeseen circumstances e.g. fire, theft disaster, accidents and liaising with Accountant to inform the Insurance broker to insure bar coded assets • Reconciling of insurance reports against the Asset to verify if additions are insured, printing Asset register Reports and filling reports accordingly • Attending to the missing or misallocated bar coded assets, verifying with relevant personnel, keeping track and listing missing assets, and report missing, and reporting to missing assets to the Accountant • Communicating with employees regarding the whereabouts of missing lost and/or damaged assets • Participate in internal audit process, making available information and supporting documentation to validate asset recording • Maintain documentation, record of specific administration procedures by generating an inventory list report to ensure that the bar coded assets are classified correctly.

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KEY COMPETENCY SKILLS: Knowledge of the Local Government sector and applicable legislation • Planning and organising skills • Good analytical, interpersonal relation and negotiation skills • Good communication skills • Administrative skills • Willingness and readiness to work long hours and under pressure when necessary • Required to work in a team, Strong interpersonal skills • Good report skills • Good customer care skills • Report writing skills.

Closing date: 11th December 2019

Please note: Applicants must submit an Application letter, a comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license.

Applications should be forwarded to the Corporate Services Department, Alfred Nzo Development Agency, Umzimvubu Goats Complex, Hospital Road or Private Bag X 511, Mount Ayliff, 4735.

If applicants receive no notification within one month from the closing date, please assume that your application was unsuccessful.

The agency reserves the right not to fill the position. **LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED.** All enquiries should be directed to Ms. S. Jijana, HR Practitioner by telephone at (039) 492 0011 or jjanas@anda.org.za



MS. M.N. BAMBENI
CHIEF EXECUTIVE OFFICER