



A BETTER PLACE FOR ALL  
Ref No.: 4/3/2

Main Street  
Creighton, 3263  
P.O Box 62  
Creighton 3263  
Phone: +27 39 833 1038  
Fax: +27 39 833 1179  
Email: [mailbox@ndz.gov.za](mailto:mailbox@ndz.gov.za)  
[www.ndz.gov.za](http://www.ndz.gov.za)

## EXTERNAL ADVERTISEMENT

**Dr. Nkosazana Dlamini – Zuma Local Municipality hereby invites applications from all suitable, qualified, and experienced individuals for appointment to the following position.**

### FINANCE DEPARTMENT

**POSITION:                   MANAGER: ASSETS**  
**REMUNERATION:       R548 734,00 Plus Normal Municipal Benefits**

### REQUIREMENTS:

- National Senior Certificate (grade 12).
- National Diploma or B Degree in Accounting/ Financial Management/Auditing or any other relevant qualification.
- A minimum of 3-4 years relevant experience of which two (2) years' experience should be at the Supervisory level.
- Extensive knowledge of generally accepted accounting standards.
- Good understanding and interpretation of the Municipal Finance Management, and any other relevant legislation.
- Computer Literacy.
- Valid Driver's Licence.

### KEY PERFORMANCE AREAS:

The successful candidates will be responsible for the following duties:

- Ensure compliance with Council's Assets and Inventory management policies.
- Review Assets and Inventory policies annually and align them to GRAP requirements.
- Regularly report to Deputy CFO on all issues affecting fixed assets determination, utilization, replacement, and procurement.

- At least annually perform Assets and Inventory stock-taking or verification process and compile reports thereafter of assets and inventory to be written off.
- Perform Impairment and assessment of useful lives of assets in line with GRAP standards at least annually.
- Ensure proper administration of both Assets and Inventories.
- Attend to all issues raised by the office of the Auditor General that relate to assets and inventory.
- Compile monthly financial reports for the Council.
- Ensure that all visible and identifiable assets are barcoded and or properly marked
- Ensure that general ledger & fixed assets register always balance/reconcile
- Regularly liaise with the municipal insurance company and ensure
- Timeously respond to audit queries relating to assets accounting, asset register, asset management practices, and methodologies used, Risk management practices, methodologies, and strategies on the systems and processes and ensure that mitigating internal controls are effective and in place.
- Supervise staff as the Council Policies

**Inquiries: Mr. S.A Radebe 060 521 8374 / (039) 833 1038 (During office hours 08:00 am to 16:00 pm)**

Please note: Applications must be submitted on a signed **Dr. Nkosazana Dlamini Zuma Application Form** that can be obtained on our website [www.ndz.gov.za](http://www.ndz.gov.za) accompanied by Curriculum Vitae with three references, certified copies of academic qualifications, ID, and Driver's license where applicable not older than 3 months. **No faxes, e-mails, or late applications will be accepted**

**Please note acting in line with Section 71B.(1) of the Municipal System Act, 2022, as Amended (ACT NO.3 OF 2022) No municipal staff member is allowed to hold any political office in a permanent, temporary, or acting capacity, while in the employ of the municipality.**

**Canvassing or use of undue influence by job applicants or any other person on behalf of job applicants, for posts within the municipality's service is prohibited and evidence thereof will disqualify the applicant's application for consideration.**

The Municipality reserves the right not to make an appointment.

**Please forward your application to Mr. N.C Vezi, the Municipal Manager, Dr. Nkosazana Dlamini Zuma Local Municipality, P.O Box 62, Creighton, 3263, or Hand-deliver to Municipality Building, Main Street, Creighton 3263 or Arbuckle street, Himeville, 3256 (During office hours from 08h00 to 16h30).**

**Closing Date: 20<sup>th</sup> October 2023 at 16:00 pm.**

*Dr. Nkosazana Dlamini-Zuma Municipality is an equal opportunity and Affirmative Action employer. We are committed to achieving diversity, equality, and the maintenance of representation in terms of race, gender, and disability.*



**MR. N.C VEZI**

**MUNICIPAL MANAGER**

***A Better Place for All***

