



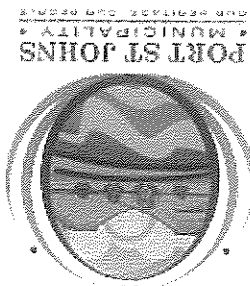
<b>JOB PURPOSE</b>	<ul style="list-style-type: none"> <li>Facilitates the key performances and result indicators associate with the Asset Management functionality by implementing policies and procedures, monitoring asset purchase and procurement with Supply Chain policy and Financial Regulations, and conducting spot checks and verifying the Asset Control and Supply Chain database is utilized for extracting suppliers and service providers.</li> </ul>
<b>NATURE OF EMPLOYMENT</b>	<ul style="list-style-type: none"> <li>PERMANENT</li> </ul>
<b>BASIC SALARY</b>	<ul style="list-style-type: none"> <li>R351 521,76-R456 294,60 pa</li> </ul>
<b>ADVERTISEMENT PLATFORMS</b>	<ul style="list-style-type: none"> <li>Daily Dispatch</li> </ul>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>National Diploma in Accounting or Equivalent</li> <li>CPMD</li> <li>Computer Literacy</li> <li>Code EB driving License</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>3 years' experience in Asset and Risk Management</li> <li>Good knowledge of supply Chain Management Systems Act and Regulations Applicable to the Local Government Sector, Detailed Knowledge of Asset policies and procedures. Attention to detail</li> <li>Good communication skills</li> <li>Good report writing and presentation skills.</li> </ul>

The Port St Johns Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race fender and disability. Suitably qualified persons re hereby invited to apply for the following vacancy that will be filled in terms of the Employment Equity Plan of the municipality. Females and people with physical disability are encouraged to apply.

**ASSET MANAGEMENT OFFICER**

**EXTERNAL ADVERTISEMENT OF VACANCY**

PHYSICAL ADDRESS  
 PORT ST. JOHNS LOCAL MUNICIPALITY  
 ERF 257 MAIN ROAD  
 PORT ST. JOHNS  
 POSTAL ADDRESS:  
 P.O. BOX 2  
 PORT ST. JOHNS  
 5120

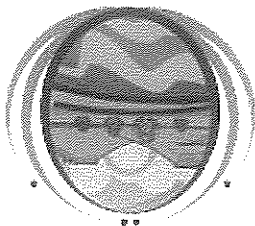


TEL: 047 564 1298  
 047 564 6700  
 FAX: 047 564 1206  
 www.pstjohnsmunicipality.gov.za  
 info@pstjohnsmunicipality.gov.za



<ul style="list-style-type: none"> <li>• Reference check to current or previous employer.</li> </ul>	<p><b>OTHER REQUIREMENTS</b></p>
<ul style="list-style-type: none"> <li>• This outlines the authority the jobholder has to make decisions or to take independent action without reference to a supervisor</li> <li>• Limits of authority may also be included.</li> </ul>	<p><b>KEY ATTRIBUTES</b></p>
<ul style="list-style-type: none"> <li>• Contribute in the design and development of Asset Management System.</li> <li>• Monitor and review allocation of assets in accordance with the relevant policy and procedures.</li> <li>• Monitor and review the capturing of all physical assets management register.</li> <li>• Ensure that all assets are insured and damages to assets are claimed on time.</li> <li>• Establish asset management capability of the Municipality</li> <li>• Perform physical asset verification and compile reports.</li> <li>• Ensure that all Municipal assets are insured and damages to assets are claimed accordingly.</li> <li>• Manage the determination of the asset allocation according to the policy and procedures of the Municipality</li> <li>• Manage capturing of asset information on the inventory list (room list) of the asset holder.</li> <li>• Make follow up on missing assets ensure that they are accounted for.</li> <li>• Manage the performance of the asset verification according to prescribed time frames.</li> <li>• Compile reports on the stable of assets.</li> <li>• Ensure all Assets are recorded and barcoded in the asset register.</li> <li>• Manage the disposal process.</li> <li>• Follow asset management procedure for all assets delivered as per policy and procedure-updated assets registers at all times.</li> <li>• Assist with Facility Management processes. Assist in any Supply Chain Management responsibilities as advised by the SCM Manager.</li> <li>• Manage the improvement of operational controls as</li> </ul>	<p><b>KEY RESPONSIBILITIES</b></p>

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PORT ST. JOHNS  
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 OUR VISION OUR PEOPLE

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Municipal Manager

H. T. Hlazo

Closing date for applications: February 2022

- Shortlisted candidates will have to undergo screening and the necessary reference check will be done.
- Applicants with foreign acquired qualification need to submit (South African Qualification Authority) SAQA verification letter for their qualifications on application.

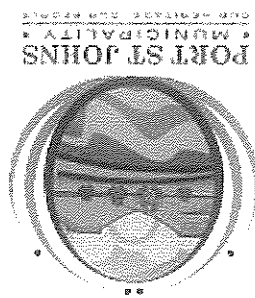
N.B. In the case the Municipality is unable to find suitable candidate it reserves the right not to continue with the selection process and to re-advertise the position.

Enquiries relating to the above should be directed to: Mrs N.P Makunga (Acting Human Resources Manager) at 0475641207/8.

Applications (for the above mentioned position) should be accompanied by covering letter, detailed curriculum vitae, certified copies of qualifications and must be submitted for the attention of the Senior Manager Corporate Services to the following address/es: Port St Johns Local Municipality, PO BOX 2, Port St Johns, 5120 or hand delivered to Eff 257 Main Street, Port St Johns 5120.

<ul style="list-style-type: none"> <li>• Organize and monitor asset Register.</li> <li>• Advise staff on proper management of assets.</li> <li>• Ensure that supplier deliveries are in line with the contract deliveries requirements e.g. price, quality-minimum returns on deliveries.</li> <li>• Ensure appropriate filling and stamping of documents is appropriate.</li> <li>• Follow asset management procedure for all assets delivered as per policy and procedure-updated asset register at all times.</li> <li>• Follow asset management procedure for all assets sent to suppliers for repairs.</li> </ul>	
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