

# Winnie Madikizela-Mandela Local Municipality

Physical Address  
51 Winnie Madikizela  
Mandela Street  
Postal Address  
P O Box 12  
Bizana



Office of the Municipal  
Manager  
Tel: 039 251 0230  
Fax: 039 251 0917  
mahlakal@mbizana.gov.za

## EXTERNAL ADVERT

Winnie Madikizela Mandela Local Municipality is a Category 2 Municipality that is committed to affirmative action and provisions of Employment Equity Act 55 of 1998. Applications are hereby invited from suitable qualified individuals to fill the vacant positions indicated below: -

<b>1. POST:</b>	<b>ASSET MANAGEMENT CLERK</b>
<b>DEPARTMENT:</b>	<b>BUDGET &amp; TREASURY OFFICE</b>
<b>CONTRACT:</b>	<b>PERMANENT</b>
<b>TASK GRADE:</b>	<b>06</b>
<b>REFERENCE:</b>	<b>WMMLM/JD06/AMC</b>
<b>REMUNERATION:</b>	<b>R156 475.00 BASIC SALARY PER ANNUM</b>

### **MINIMUM REQUIREMENTS:**

- ✓ Grade 12 certificate;
- ✓ National Higher Certificate (NQF level 5) in Accounting Science;
- ✓ 1-2 years' experience in Asset Management or any accounting related work;
- ✓ National Diploma in accounting science (NQF 6), Municipal Finance Management Programme (MFMP) certificate and Driver's license Code 8 will be an added advantage;
- ✓ Must be Knowledgeable on Generic Recognised Accounting Practice (GRAP) and Municipal Standard Chart of Accountants (mSCOA);

### **KEY PERFORMANCE AREAS:**

- ✓ Render asset management clerical support;
- ✓ Insurance administration and ensuring that all new assets are insured;
- ✓ Compile and maintain records (asset records/ database);

- ✓ Identify redundant, non-serviceable and obsolete assets for disposal;
- ✓ Update and maintain the asset management database;
- ✓ Conduct quarterly Asset verifications;
- ✓ Ensure that all asset items are marked and catalogued for easy identification and auditing purposes;
- ✓ Assist in the execution of an effective auction;
- ✓ Ensure proper coordination of asset transfers and write-offs; and
- ✓ Propose journals for review and perform reconciliation between General Ledger (GL) and (Fixed Asset Register (FAR)).

An application form (available on the municipal website) must be completed to apply for the position and the reference number quoted, accompanied by a comprehensive CV with traceable references, copies of certificates, ID and driver's licence must be submitted as part of the applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Winnie Madikizela-Mandela Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the Municipal Offices during office hours or emailed to: [hr@mbizana.gov.za](mailto:hr@mbizana.gov.za). For more information please contact: **Ms N. Mshweshwe on 039-251 0230** during office hours. **Closing date: 28.05.2025 @ 12pm.**

**CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION; THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.**

Applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.

**NB: The position was initially advertised internally but could not get the minimum required candidates. Those that had applied internally need not to apply.**

  
**MR. L. MAHLAKA**  
**MUNICIPAL MANAGER**