+27 21 807 4500 +27 21 872 8054
www.drakenstein.gov.za
records@drakenstein.gov.za
Civic Centre, Berg River Boulevard, Paarl 7646

PERSONNEL VACANCIES

SENIOR CLERK: INFRASTRUCTURE AND COMMUNITY ASSETS
Ref no: F-AI-CPCL1

DEPARTMENT: FINANCIAL SERVICES
Division: Assets and Insurance

Applications are herewith invited from suitable candidates for the above post at Drakenstein Municipality, an employer that promotes affirmative action.

POST PURPOSE:
To execute asset management related accounting and control procedures and activities pertaining to the compilation and maintenance of an immovable asset register complaint with legislation, policies, systems and procedures.

SELECTION REQUIREMENTS FOR THE POST:

- Grade 12 with Mathematics or Accounting

Other requirements/skills

- Basic knowledge of South African Standards of GRAP, with specific reference to asset related standards.
- Knowledge and experience with regards to compilation and maintenance of municipal asset registers.
- Knowledge of the MFMA and understanding of the municipal finance management environmental.
- Computer literacy (MS Office and more particularly MS excel).
- Proficiency in at least two (2) of the official languages of the Western Cape.
- Valid Code B drivers' license.
- Interpersonal and communication skills.
- Ability to solve problems, work accurately and pay attention to detail.

EXPERIENCE:

- 1 year experience in the field of municipal asset management.

SALARY SCALE:
TASK LEVEL 6 - Basic salary per annum is R130 192.72 – R168 999.38. (Excluding pension fund contributions, medical aid contributions and other applicable benefits)

Note: Proof of Qualifications are required for assessment. (Clear copies of certified qualifications must be attached)

The requirements of the Employment Equity Act will be considered for this position, but will not be the only criteria applied.

A service bonus equal to one month's salary is payable and normal fringe benefits related to Local Authorities including a housing allowance for home owners and is subject to certain conditions.

Note: Canvassing with Councillors or any members of the Appointments Committee is not permitted and will automatically disqualify applicants.

Placement of candidates for work can be done in any area of Drakenstein. This area covers Simondium, Paarl, Wellington, Gouda, Hermon and Saron.

Your application can be submitted via email to: financejobs@drakenstein.gov.za

For submission of hardcopies, application forms can be obtained from the Human Resources Offices, PO Box 1, Berg River Boulevard, Paarl 7622, telephone numbers: 021 807 4508/ 021 807 6318/021 807 6253 / 021 807 4597(Mondays to Fridays from 10:00 until 15:00). There will be no forms issued from 12:45 to 13:45**. No fax copies of application forms will be accepted**. Clearly indicate the reference number for the post you are applying for on the application form. Your fully completed application form must be accompanied by your CV (not more than 5 pages) when handing it in.

Please note that no CV's will be returned on the applicant's request, therefore please do not send us your original certificates.

NB: If you are not contacted within three (3) months after the closing date, please note that you were unsuccessful. No further correspondence will be given to you in this regard.

NB: Candidates that arrive late for interviews will be disqualified.

Closing date for emailed applications: 01 March 2019 at 23h59
Closing date for hardcopies: 01 March 2019 at 15h35

CITY MANAGER