



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

Applications are invited from suitably qualified and experienced applicants to fill the following post:

NOTE: APPLICANTS WILL NOT BE REQUIRED TO COMPLETE AN APPLICATION FORM

DIRECTORATE OF FINANCIAL SERVICES

**SENIOR MANAGER – CORPORATE ASSET MANAGEMENT: ASSET REPORTING AND INSURANCE
TASK GRADE 16: R 596 916.60 – R 774 857.04**

(Total Package: R 1 096 376.00 per annum subject to certain conditions)

Ref. No. 31/20

(The above post is being re-advertised)

Requirements:

- B.Com Degree with Accounting III as a major
- Computer literate – use of Office (Excel, Word etc)
- Valid code B/EB driver's license
- Eight (8) years appropriate experience including the preparation of Fixed Asset register

Key Performance Areas:

- Manages the accounting functions and operations of the Asset reporting and Insurance Division
- Manages the production of the Fixed Asset Register
- Manages the update of the integrated Asset Register system and the Insurance Portfolio of Councils assets
- Manages capital and operating projects and programmes within the Asset Reporting and Insurance division
- Manages Personnel
- Checks and reports on the currently installed Asset Register software releases by running and checking data printouts/reports

PLEASE NOTE:

Enquiries regarding the above posts can be made to Mr Z.R. Shweni on 043 705 2706 or Ms M. Naidoo on 043 705 2750

Candidates who are suitably qualified as per the minimum requirements for the post set out in the advertisement are to submit a copy of their curriculum vitae together with a covering letter, along with the relevant required documentation for a specific post. (i.e. certified copies of certificates not copies of certified copies, diplomas, degrees, Identity Document and drivers' licenses, where applicable). Non-submission of the required supporting documentation may disqualify a candidate. Candidates are advised that the obligation rests upon them to demonstrate that they meet the minimum requirements specified for the post. Any candidate who does not meet the minimum requirements will be automatically disqualified.

Fraudulent qualifications or any information submitted and the canvassing of councilors or officials will disqualify any candidates with immediate effect. Candidates are cautioned that documentation and information provided is checked with relevant authorities and fraudulent submissions may also lead to criminal charges being laid against persons involved in submission thereof.

Depending on the requirements of the post, candidates will be required to undergo a defensive driving or physical/practical test where applicable prior to the interview process.

Buffalo City Metropolitan Municipality reserves the right not to fill any or all of the positions advertised at the sole discretion of Council.

Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.

CLOSING DATE: 18 August 2021 at 16:30

NOTE: The Buffalo City Metropolitan Council is committed to the provisions of the Employment Equity Act (Act No. 55 of 1998) for the advancement of previously disadvantaged and disabled persons.

Should candidates not be notified of the outcome of their applications within twenty (28) days of the closing date, they may regard themselves as having been unsuccessful.

Benefits include subsidized pension, 13th cheque, medical aid and group life assurance schemes, generous leave privileges, housing subsidy and assistance towards removal expenses subject to certain conditions.


A SIHLAHLA
CITY MANAGER



Daily Dispatch Advert: 4 AUGUST 2021