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Better District, Better Life and Growth for all.

www.anda.org.za

Alfred Nzo Development Agency SOC Ltd
Reg nr: 2008/009093/30



EXTERNAL ADVERTISEMENT
VACANT POSITION
NOTICE NO. 07/2023/2024

Alfred Nzo Development Agency is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. ***People with physical disabilities are encouraged to apply.***



Applications are hereby invited from suitably qualified persons for the following position:

FINANCE AND ADMIN DEPARTMENT

ASSET MANAGEMENT OFFICER
PERMANENT
TASK GRADE: 09
ANNUAL BASIC SALARY: R239 785 PLUS BENEFITS

THE INCUMBENT WILL BE REPORTING TO THE SCM MANAGER
STATIONED PLACE: MOUNT AYLIFF

JOB PURPOSE: Performs tasks/activities associated with maintaining the Agency's assets, physical verification and safe keeping of bar coded assets, preparing and controlling the asset register against loss, damage and theft in the section and complying with the Agency's Asset Management requirement and procedures.

KEY REQUIREMENTS: Grade 12 • A recognised Three-year Degree/Diploma/National Diploma in Accounting or Equivalent Qualification Relevant to the field • Minimum of 2 to 3 years' experience in Asset/ Procurement function • Knowledge of the Local Government sector and applicable legislation • Knowledge of Preferential Procurement Policy Framework • Knowledge of the Municipal Finance Management Act (Act no. 56 of 2003) and related legislation • A valid Driver's Licence • Strong analytic skills • Personal credibility and professionalism • Good verbal and written communication skills • Competency skills in the use of computers especially in Excel, Word, PowerPoint, Emails and Internet. • Required to work in a team. • Willingness and readiness to work long hours and under pressure when necessary. • Knowledge of Munsoft Financial Management System will be an added advantage.

KEY PERFORMANCE AREAS: Attend to specific functions associated with asset controlling in the Section by attending bar coding of assets on delivery to ensure assets can be identified as the Agency's property • Maintaining a detailed record of bar coded assets by conducting physical verification and entering assets into the Assets Register, including generating of

inventory list report for submission to the SCM Manager • Maintaining that bar coded Agency's assets are insured and for unforeseen circumstances e.g. fire, theft disaster, accidents and inform the Insurance broker to claim bar coded assets • Reconciling of insurance reports against the Asset to verify if additions are insured, printing Asset register Reports and filling reports accordingly • Attending to the missing or misallocated bar coded assets, verifying with relevant personnel, keeping track, listing of missing assets, and report to the SCM Manager • Communicating with employees regarding the whereabouts of missing lost and/or damaged assets • Participate in internal audit process, making available information and supporting documentation to validate asset recording • Maintain documentation, record of specific administration procedures by procedures by generating an inventory list report to ensure that the bar coded assets are classified correctly.

KEY COMPETENCY SKILLS: Knowledge of the Local Government sector and applicable legislation • Planning and organising skills • Good analytical, interpersonal relation and negotiation skills • Good communication skills • Administrative skills • Willingness and readiness to work long hours and under pressure when necessary • Required to work in a team, Strong interpersonal skills • Good report skills • Good customer care skills • Report writing skills.

FINANCE AND ADMIN DEPARTMENT

ADMINISTRATION SUPPORT OFFICER

PERMANENT

TASK GRADE: 07

ANNUAL BASIC SALARY: R189 163 PLUS BENEFITS

THE INCUMBENT WILL BE REPORTING TO THE MANAGER: BUDGET, EXPENDITURE AND REPORTING. STATIONED PLACE: MOUNT AYLIFF

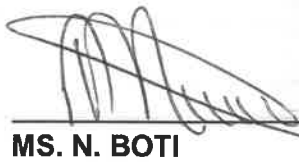
KEY REQUIREMENTS: Grade 12/Matric Certificate • A recognized three-year Degree/National Diploma in Office Management/Public Management/Public Administration or Equivalent qualification relevant to the field • A minimum of 2 to 3 years' experience in Office Administration • Knowledge of the Local Government Sector and applicable Legislation • A Valid Driver's Licence will be an added Advantage • Competency in the use of computers especially in Word, Excel, PowerPoint, Emails and Internet.

KEY PERFORMANCE AREAS: Provide overall business support • Performs admin activities associated with preparations of documents for the meetings (e.g. invitations, attendance registers, and Agenda for the meetings) • Co-ordinates and performs specific tasks/activities associated with the provision of Administration and Secretariat support in order to ensure adequate support is made available to enable the accomplishment of the specific administration reporting deadlines • Taking minutes for institutional meetings • Filling of documents • Provide strategic support to the organisation in terms of general development of high performance • Responsible for the arrangement of accommodation and transport for staff members of the Department • Perform all reception duties and making sure at all times the front desk is attended.

Closing date: 13 FEBRUARY 2025

Please note: Applicants must submit an Application letter, comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license. **Applications should be forwarded to the Corporate Services Department, Alfred Nzo Development Agency, Umzimvubu Goats Complex, Hospital Road or Private Bag X 511, Mount Ayliff, 4735.** Appointment will be subject to appropriate reference and qualification checks. If applicants receive no notification within one month from the closing date, please assume that your application was unsuccessful. The Agency reserves the right not to fill the position. Alfred Nzo Development Agency is an equal opportunity and affirmative action employer and people from designated groups.

The agency reserves the right not to fill the position. **LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED.** All enquiries should be directed to Ms. N. Gixane, Manager: Budget, Expenditure and Reporting by telephone at (039) 492 0011 or gixanen@anda.org.za.



MS. N. BOTI
ACTING CHIEF EXECUTIVE OFFICER