

KNYSNA MUNICIPALITY



Knysna

Municipality • Munisipaliteit • uMasipala
INCLUSIVE. INNOVATIVE. INSPIRED.

Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunity in our dynamic organisation:

**MANAGER: ASSETS & LIABILITIES
BUDGET OFFICE
DIRECTORATE: FINANCIAL SERVICES**

Task Level 14

**R378 624 to R491 448 (Basic Salary)
R548 453 to R694 175 (Total Cost to Council Package)**

Applicable Municipal benefits will apply.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

NQF 6 qualification in Finance/ Administration or any other related field (NQF level 6)
5 years' relevant Municipal experience (with at least 2 years at Accountant level)
Advanced computer literacy (MS Office applications, especially MS Excel)
Completed Certificate in Municipal Development Finance (SAQA qualification as approved by National Treasury)
Registration with a professional body i.e SAIPA or SAICA or CIGFARO
Ability to function independently, as well as within a team
Ability to function effectively under pressure and to apply time management principles
Sound planning and organizational skills
Valid driver's licence
Effective communication skills in at least two of the three Western Cape official languages
Must be assertive and have attention to detail
Proven knowledge of GRAP
Proven knowledge of MFMA
Advanced Excel skills

KEY PERFORMANCE AREAS:

- Develop and manage asset management system, policies, procedures and asset register
- Develop and manage strategic and asset management plans and mechanisms to effectively safeguard assets
- Manage portfolio, claims, liaison with insurance company and transactional records and register
- Manage loans and borrowing
- Manage and update leases and loan registers
- Manage grants
- Perform other reasonable duties as required by the Senior Manager: Financial Management Systems

All applications will be considered, but in terms of its Employment Equity Target the Municipality would prefer to appoint an African, Coloured or Indian Female or an African or Indian Male if a suitable candidate in that category can be identified.

DIRECTION TO CANDIDATES:

All applicants **MUST** complete a Knysna Municipality application form. Applications must be accompanied by a comprehensive CV with certified copies of qualifications (**not older than 3 months**), copies of training, experience, competency and previous employment record. Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

Application forms are obtainable from Reception at the Main Municipal Offices in Clyde Street, Knysna and the Municipal website: www.knysna.gov.za. Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: vacancies@knysna.gov.za.

Please note: Correspondence will **ONLY** be entered into with shortlisted candidates. Should candidates not be contacted within three months after the closing date, they may accept their application as unsuccessful.

CLOSING DATE: 8 AUGUST 2019

Dr SW VATALA

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.