

Civic Centre
1 Nel Street
Nelspruit
1201
South Africa



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Nelspruit
1200
South Africa
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CORPORATE SERVICES

DEPARTMENT: FINANCE

10 X ASSET VERIFICATION CLERKS (6 MONTHS CONTRACT)

REQUIREMENTS & COMPETENCIES: Grade 12 with mathematics or accounting as passed subject. Candidates must possess effective verbal and written communication skills, further experience in asset management will be an added advantage. Successful candidate must be punctual, vigilant, self-motivated, be able to work under pressure and meet deadlines. Only candidates with Accounting or Mathematics will be considered. The incumbent must be computer literate. A valid driving licence is an essential requirement.

RESPONSIBILITIES: Conducting physical asset verification in all municipal offices and service centres; Assess the condition of the assets to determine if there is a need for impairment. Identify and move all redundant and damaged assets from different service centres to one storage location. Update and distribute new inventory lists for the physically verified offices and ensure that such inventory lists are signed for by every asset custodian. Advise asset custodians on the asset management process and any implications thereon.

SALARY SCALE: R6200.00 per month.

CLOSING DATE & TIME: 30 APRIL 2021 AT 16H00

Enquiries can be directed to Human Resources division (013) 759 2095/ (013 759 9145). If you qualify to apply for the above position, please send your application letter in conjunction with your comprehensive curriculum vitae, as well as certified copies of certificates to: Senior Manager: Human Resources, City of Mbombela, P.O. Box 45, Mbombela, 1200 /or hand delivered to 1 Nel Street, Civic Centre, Mbombela, Glass Office 1, 3rd Floor.

NB: Faxed applications will not be considered.

Should you not have been contacted for an interview within 30 days after the closing date you may assume that your application was unsuccessful.

THE CITY OF MBOMBELA SUBSCRIBES TO THE PRINCIPLES OF EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION. RECRUITMENT AND SELECTION ARE GUIDED BY ITS EMPLOYMENT EQUITY PLAN IN ORDER TO ENSURE ADEQUATE REPRESENTIVITY AND DIVERSITY OF ITS WORKFORCE.

ME NKOSI
GENERAL MANAGER: CORPORATE SERVICES