

## COLLINS CHABANE LOCAL MUNICIPALITY

Applications are hereby invited from suitably qualified and experienced persons for the below-mentioned positions.

### DEPARTMENT: BUDGET AND TREASURY

### MANAGER ASSET MANAGEMENT

(REF BT0129//2018)

Salary Scale: R 504 907.65 – R 655 408.56 (Post Level: TASK Job Level 17)

**Qualification Requirements:** Grade 12 • B Com degree or Equivalent • At least 5 years' experience in asset and fleet management • CPMD/MFMP certificate will be an added advantage • Code B Driver's License • Computer literacy certificate • Knowledge of Local Government environment will be an added advantage  
**Key Performance Areas:** Ensures that the asset registers of the Municipality are kept up to date and conforms to GRAP (General Accepted Accounting Principles) • Allocation and opening of votes for capital items approved in the Capital Budget • Allocate assets numbers to each asset purchased and bar-coding thereof • Handling the annual verification of all assets (i.e. stocktaking/ asset count) recorded in the Fixed Asset • Balancing of the Fixed Asset Registers to ledger and preparation of associated accounting entries • Using specific formulae's and factors to determine/ calculate depreciation for inclusion into financial reports, processing accounting/ journal entries for the depreciation of assets • Monitoring the status of records associated with the assets of the Municipality, applying internal control procedures to check, verify, update and maintain acquisition, valuation and location details • Preparing motivation for write-off and, coordinating the outcomes and accounting sequences thereof • Preparing reports to the asset sub-committee regarding the sale and disposal of redundant equipment and furniture • Arranging auctions for disposal of redundant assets including preparation of advertisements, catalogues and vendor rolls. Reporting to the Mayoral Committee and Council regarding the outcome of auctions, i.e. listing items sold, prices received from the sale of said redundant items • Posting income from auctions to the appropriate vote numbers • Maintenance of Fixed Asset Register which includes re-assessing useful lives of assets, recording of revaluation amounts of fixed property, loading of new assets and removal of disposed assets • Compile information and balance schedules relating to fixed assets for inclusion in the Financial Statements notes and appendixes • Ensuring that repairs to furniture and equipment (excluding computer equipment) are carried out as and when required • Preparing items/ reports for authorization to the Portfolio Committee and Council for the purchase of capital items which were not budgeted for. manage, co-ordinate and control fleet management in the Municipality, by: • Overall management of Municipal drivers by briefing drivers and giving instructions • Ensure that drivers comply with all stipulated policies, regulations, procedures and Council resolutions concerning Municipal vehicles • Issue trip authorisations and authorization of drivers in the Municipality • See to the Issuance of log books to all the vehicles • Ensure that all vehicles are roadworthy • Ensure that vehicle licenses are renewed • Investigate accidents and damages to Council's vehicles • Ensure that disciplinary procedures are in place to all drivers who do not comply • Insure new vehicles by providing details of vehicle's registration to financial Service Unit • Submit claims to Insurance Company and follow up • Open files for each vehicle containing the registration and clearance certificates • Safe guarding of all Council's vehicles – spare keys and conducting regular inspections • Optimal utilization of vehicles and equipment between all units • Co-ordinate trips, fuel intake and routes of every vehicle • Ensure that the municipality meets its statutory and accountable requirements in respect of its financial affairs (authorizing route forms) • Authority to deal with regular, improper or unauthorized usage of vehicles to perform in line with council policies; to perform in line with procedures outlined by council resolutions and municipal finance accounting policies • Providing guidelines/ guidance to personnel on the application of procedures • Implementing remedial measures/ corrective action to align performance and output against agreed standards • Appraising performance levels, setting objectives and measuring accomplishment or establishing reasons for non-conformance • Instituting disciplinary action for non-conformance and serious breaches to terms and conditions of employment / codes of conduct.

### DEPARTMENT: COMMUNITY SERVICES

### TRAFFIC OFFICER (X10)

Salary Scale: R199 100.88 – R236 486.16 (Post Level: 9)

**Qualification requirements:** Grade 12 • Diploma in Traffic Management or equivalent from a recognised college • 3 years' experience • Valid driver's licence • Examiners Certificate of Learners or Drivers will be an added advantage • No Criminal Record.

**Key Performance Areas:** Enforce laws to stop illegal trading operations, taxi conflict, illegal occupation of land, illegal connection of water and illegal electricity to restore order and compliance • Enforce all public safety legislation to keep the community safe and secure • Law enforcement duties • Communicating with the control room and attending to traffic bottlenecks caused • through accidents, break downs or peak hour congestion • Use hand signals to communicate with drivers and pedestrians, directing, • diverting, stopping and controlling the flow of traffic • Diverting and guiding drivers towards the inspection points using hand signals • Identifying with specific parking violations and completing and issuing notices of offence to motorists • Standby duties applicable to this post • Maintain discipline within the community • Manage and implement crime prevention operations • Monitor the provision of high visibility and routine patrols through foot patrols in the Central Business District and vehicle patrols within the Municipal boundary • Enforce hazardous Substances Act (Act 15/77) by verifying users comply with the requirements of Dangerous Goods Act • Control vehicles at accident scenes • Fill out the accident report form • Protect nature conservations and monitor environmental pollution to preserve the healthy environment.

Collins Chabane Local Municipality has a firm commitment to the advancement of designated groups, including women and disabled. Forward your application on the Council's prescribed application form with a copy of CV and certified qualifications to: The Municipal Manager, Private Bag 9271, MALAMULELE, 0982.

Application Forms can be collected from: DCO Offices, Malamulele. For more information, contact Director Corporate Services Mr. Richard Shilenge on 015 851 0110.

Please note: applications received after the closing date will not be accepted. no fax and emailed applications will be accepted. Further note that successful candidates will be subjected to security and credit check. If no response is received from Collins Chabane Local Municipality within 90 days after closing date, it must be regarded that your application has not been successful.

CLOSING DATE: 20 JUNE 2018

NB: ALL SUCCESSFUL CANDIDATES WILL GO THROUGH A SECURITY CLEARANCE.

NGOBENI T.C - MUNICIPAL MANAGER



*R. Pitso*  
30/5/2018