



The Eastern Cape Rural Development Agency (ECRDA) is a Schedule 3C entity in terms of the Public Finance Management Act (PFMA). ECRDA has a dedicated focus on formulating, promoting and ensuring the implementation of a comprehensive integrated rural development strategy for the Eastern Cape Province.

INTERNAL ADVERTISEMENT

Position	:	ASSET MANAGEMENT ANALYST
Location	:	HEAD OFFICE, EAST LONDON
Programme	:	FINANCE AND SCM
Sub-Programme	:	FINANCE
Duration	:	PERMANENT
Task Level	:	10

EDUCATIONAL REQUIREMENTS

- Grade 12
- B. Comm degree or relevant diploma
- Drivers' license

EXPERIENCE

- Asset Management
- Financial capturing and supervision
- MS Office

COMPETENCIES

- Analytical thinking
- Time management
- Reporting
- Communication and organizing
- Computer literacy
- Technical/Professional knowledge and skills

KEY PERFORMANCE AREAS

1	Asset Management	<ul style="list-style-type: none"> <input type="checkbox"/> Develop and maintain the asset register for the Agency <input type="checkbox"/> Participate in the development and deployment of asset management solutions (i.e. tools, services, processes) <input type="checkbox"/> Facilitate uptake and influence understanding of asset management technical concepts within the Agency, by promoting and facilitating asset sharing and use of asset solutions <input type="checkbox"/> Perform asset management activities mainly to ensure content is available and/or contribute to asset management capability initiatives or other change initiatives based on business need and/or specific skills and experience <input type="checkbox"/> Maintain a register of fuel, maintenance and other related vehicle expenses. Follow up on any variances <input type="checkbox"/> Reconcile fixed asset register to GL monthly
2	Asset monitoring	<ul style="list-style-type: none"> ▪ Evaluate the condition of assets and the maintenance thereon ▪ Monitor all moving of assets and update the Fixed asset register accordingly ▪ Maintain a system where individuals are held responsible for the assets allocated to them and the replacement of lost assets ▪ Monitor the requisition, order and receiving of new assets ▪ Capture newly purchased assets on the fixed asset register software ▪ Tag all new assets ▪ Maintain a list of all operating and finance leased assets ▪ Perform quarterly asset counts. Investigate variances prepare monthly reports
3	Insurance	<ul style="list-style-type: none"> ▪ Update the insurance schedules with acquired and disposed assets ▪ Log any claims for lost / stolen assets, investigate the matter and submit documents to the insurance company
4	Maintenance	<ul style="list-style-type: none"> <input type="checkbox"/> Take responsibility for the maintenance of all assets <input type="checkbox"/> Ensure that official assets are only used for company related matters <input type="checkbox"/> Perform vehicle inspections before each trip, monitor vehicle use and trip authorisation forms <input type="checkbox"/> Report misuse of ECRDA assets immediately
5	Best Practice	<ul style="list-style-type: none"> <input type="checkbox"/> Contribute technical expertise to the establishment and implementation of process guidelines, best practices and standards for assets
6	Training and Development	<ul style="list-style-type: none"> <input type="checkbox"/> Assist in the development of training materials and in the training of customer groups in usage of asset management solutions
7	Health, Safety and Environment	<ul style="list-style-type: none"> ▪ Ensure that Health, Safety and Environment policies and procedures are adhered to at all times

The application, which should as minimum contain a covering letter, CV, certified copies of your identity document, qualifications and drivers licence, should be submitted to:

Mrs Somhlahlo, HR Management; Unit 12D, Beacon Bay Crossing, Cnr. N2 & Bonza Bay Road, Beacon Bay, East London 5201 or e-mailed to SomhlahloN@ecrda.co.za.

Technical enquiries should be directed to Dr. Van Biljon.

CLOSING DATE: 6 October 2017 (16h30)

Late applications will not be accepted.

NB:

- Without prejudice, correspondence will be limited to the short listed candidates.
- Further be informed that if you have not been contacted within 1 month of the closing date, please accept that your application was unsuccessful
- ECRDA is committed, to the provisions of the Employment Equity Act (Act No. 55 of 1998)
- Date of issue: 21 September 2017