

POSITION: ASSET CONTROL OFFICER

CENTRE: HEAD OFFICE

BAND: C UPPER

Purpose

To manage the asset management system, ensure that the asset management department runs smoothly. Maintain the inventory, insurance and fleet management system.

Requirements

- A three-year tertiary qualification in Finance or Logistic Management.
- A minimum of 3 (three) years' relevant operational experience in an Accounting and Asset Management administration environment.
- Computer Literate: MS Office, Accounting Software, Inventory Software
- Code EB driving license

Key functions

- **Fixed Asset Register:** Ensure asset policy and procedure documents are compliant with Treasury regulations.
- **Fleet Management:** Ensure fleet reports are submitted on time
- **Insurance Management:** Ensure all ECPTA assets are covered by insurance and claims submitted timeously.
- **Effective Corporate Governance:** Ensure audit findings are reduced yearly.
- **Risk Management:** Identify risk within department – asset section.
- **Administrative Support:** Arrange training for subordinates and manage the performance.

NB: In line with the Employment Equity Policy of the Eastern Cape Parks & Tourism Agency, preference will be given to suitable candidates from the designated groups. (Where applicable)

Closing Date: 11 December 2022

Please forward your application to:

- 1) **recruitment2@ecpta.co.za**, please specify the position you are applying for.
- 2) Please submit a comprehensive CV. Applications received after the closing date and/or those submitted to an address not listed above will not be considered.
- 3) If you do not receive a response within 30 days, please consider your application as unsuccessful.

The ECPTA reserves the right not to fill any advertised position.

