

**Address of Registered Office:**

Old Government Printers  
No.5 Textile Road  
Vulindlela Heights  
Mthatha  
5100

**Postal Address:**

P.O Box 1134  
Mthatha, 5100



**Tel :** +27 (0) 47 531 0346

**Fax:** +27 (0) 47 531 4121

**E-Mail :** info@ntinga.org.za

**Website :** www.ntinga.org.za

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**ADVERTISEMENT: REF NO: HRM/02/2022**

Ntinga O.R. Tambo Development Agency SOC Ltd, an Entity of O.R. Tambo District Municipality, is looking for suitably qualified and experienced candidates to fill the following positions:

**1. ASSET & INVENTORY MANAGER  
SALARY SCALE- GRADE D3 PATERSON GRADING SYSTEM**

**KEY PERFORMANCE AREAS**

- To develop and maintain asset registers in compliance with legislative requirements and accounting standards. Co-ordinate development of assets budget and assets acquisitions in consultation with Supply Chain Manager. Facilitate the development of assets maintenance plans, asset transfers, assets disposal and assets valuations, according to GRAP Standards.
- Implement the asset management system, develop and implement the Entity's asset management policies and procedures;
- Insure adequately and realistically all assets for unforeseen circumstances e.g. fire, theft, disaster, and accidents, and insure with the insurance company that is approved by Ntinga O.R. Tambo Development Agency SOC Ltd;
- Verify assets in accordance with the policy, effectively investigate variances, resolve and report discrepancies identified, make informed recommendations, and accurately update the asset register in accordance with GRAP and relevant legislation;
- Prepare monthly reconciliations with supporting schedules of the asset registers to the relevant accounting records, and resolve outstanding un-cleared items in accordance with entity policies and procedures and relevant framework;
- Develop and implement inventory management strategies in order to control costs, reduce expenditure, rationalize inventory and improve order efficiency;
- Manage all logistics and inventory related processes (internally & externally) and ensure that ASSET Management policies, procedures or set regulations are followed;
- Compile monthly inventory reports (quantity, type and value of materials, and equipment and stock quantity, type and value of materials and equipment and stock on hand);
- Assist in the compilation of management accounts and annual financial statements by fulfilling assets related requirements.

*Ntinga O.R. Tambo Development Agency SOC Ltd: A Municipal Entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)*

**Directors:** Ms. U.N. Mkize; Dr. L.L. Ndabeni; Ms. N.S.N. Bam; Dr. N.T. Ndudane;  
Ms. N.D.A. Ngewu; Mr. M.M. Pupuma; Mr L. Mbiko (CEO)

## **Minimum Requirements:**

### **Minimum Educational Qualifications required:**

- Matric + Bachelor's degree in accounting / National Diploma in Accounting, Cost and Management, Internal Auditing or equivalent;
- Good Computer Literacy in Microsoft Office (Word, Excel and Power Point)
- Knowledge of Sage Pastel Evolution will be added advantage
- Certificate in Municipal Finance Management Programme (MFMP or CPMD) will be an added advantage. A successful candidate will be required to attain it within 18 months after employment .

### **Desired Experience**

- 2-3 years' experience as an officer/ practitioner in an Assets and Inventory environment.
- Proven Knowledge of Local Government Legislation and Prescripts
- Appropriate understanding of GRAP standards

## **2.STOCK CONTROLLER X1**

### **SALARY SCALE- GRADE B3 PATERSON GRADING SYSTEM**

### **KEY PERFORMANCE AREAS**

- Monitor inbound physical items/products and conforming that details recorded on transactional documentation corresponds with receipt;
- Monitor stock levels, count and record stock items on schedules;
- Participate in stock taking processes, making available information, schedules and/or identifying stock positions, products and items for counting and verification;
- Maintain captured information associated with delivery time, materials and requisitions etc.;
- Supervise the entry of inbound materials/ goods details (quantity, dates) against product codes and prepare supporting documentation e.g. goods received note to validate receipt; and
- Ensure that obsolete stock is controlled in terms of prescribed procedures and disposing upon approval.

### **Post Requirements**

- Matric with Accounting and/or Mathematics or equivalent;
- Certificate in Stores Management/ Stock Controlling will be an added advantage
- Computer skills; and
- Minimum 2 years relevant experience

### **Special skills, mental or personality requirements:**

- Must be able to demonstrate Intellectual, Emotional, Physical skills and abilities

Please forward your application, CV, certified ID copy, certified copy of qualifications and driver's license to: **The Human Capital Manager - Ntinga O.R. Tambo Development Agency P.O. Box 1134 Mthatha, 5099**, or email to [recruitment@ntinga.org.za](mailto:recruitment@ntinga.org.za)

**Ntinga O.R. Tambo Development Agency, SOC Ltd is an equal opportunity employer, people with disabilities and women are encouraged to apply.** The Board reserves the right not to continue with the interviews and appointment if it feels no suitable candidate could be found

**If you do not hear from us within 30 days after the closing date, you may regard your application as unsuccessful.**

**Enquiries can be directed to Ms T.Mkolwana/Ms O.Gangata at 047 495 0549 /047 495 0522.**

**Closing date: 07 March 2022 at 16H00.**

**RECOMMENDED CANDIDATES FOR ASSET AND INVENTORY MANAGER WILL BE SUBJECTED TO BACKGROUND SCREENING.**

Yours faithfully

  
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**MR. L. MBIKO**  
**CHIEF EXECUTIVE OFFICER**