



SETSOTO LOCAL MUNICIPALITY

INTERNAL ADVERTISEMENT

Setsoto Local Municipality, with its seat in Ficksburg, Free State, is an equal opportunity, affirmative action employer with clear employment equity targets. The municipality intends to promote equity through the filling of posts, according to the set Employment Equity targets. Qualified persons, women, and people with disability with the skills and expertise to discharge the duties of the under-mentioned positions are invited to apply. The African Males are encouraged to apply.

DIRECTORATE : TREASURY SERVICES
DIVISION : ASSETS MANAGEMENT
POSITION : ASSETS MANAGEMENT CLERK
UNIT : FICKSBURG
SALARY : R 220 027.92 Per Annum (PL 9/4)

REQUIREMENTS Grade 12 plus Diploma in Accounting OR any Equivalent qualification. Candidate must have 0-2 years of relevant working experience in Local Government. Candidate must be Computer Literate. Candidates must be able to carry out verbal and written instructions.

COMPETENCIES Candidates must have time management skills. Be able to plan, prioritize and organize. Candidate be accurate with attention to detail. Candidate be computer literate with a knowledge of Microsoft Office (Excel and Word).

DUTIES Candidate will be responsible for Fixed Asset Register Administration. Candidate will be responsible for Asset Verification, Assets Acquisition and Capitalization. Candidate will be responsible for Assets Identification, Assets labelling, Assets disposal and write-offs.

ENQUIRIES Recruitment Officer (Mr. Gift Motleleng), Tel (051) 933 9300

NOTE Applications must be accompanied by a recently updated CV, as well as certified copies of all qualifications, ID document and two contactable employment referees. Failure to submit the requested documents will result in your application not being considered. Applicants who do not receive feedback within two months from the closing date must accept that their application was unsuccessful. Short-listed candidates will be subjected to reference checks, vetting, and signing of indemnity forms. A candidate who canvasses for preference will be disqualified. Applications received after the closing date will not be considered.

Please sent applications to the Municipal Manager, Setsoto Local Municipality, P O Box 116, Ficksburg 9730. Faxed or e-mailed applications will be automatically disqualified.

Closing date 9 OCTOBER 2026 before the **CLOSE** of business day (16h30)

Mrs. NF Malatjie
MUNICIPAL MANAGER