

**CALL FOR APPLICATIONS:**

**INDEPENDENT CONTRACTOR: ASSET MANAGEMENT SPECIALIST**

**REF. NO. IC/AM-02/2022**

**BACKGROUND** The Moses Kotane Institute (MKI) is looking to secure the services of an experienced and suitably qualified South African citizen to assist with managing the MKI assets and assist with physical verifications as well as the recording thereof. The incumbent will also assist during the audit of the assets on an Independent Contractor basis.

**MINIMUM REQUIREMENTS** Degree or NQF level 7 qualification in Finance or finance related qualification. 3 years’ experience in a public service Finance department, 2 of which should be focusing on asset management. Driver’s license.

**CORE COMPETENCIES** Good understanding/ knowledge of asset Management SCM and procurement practises. Knowledge of Public Finance Management Act and Treasury Regulations. Experience implementing Asset management controls and compiling asset management reports

# RESPONSIBILITIES Verification of complete asset register bi-annually. Management of assets. Monthly reconciliation for fixed assets. Regular and timeous disposal of assets. Updating fixed asset register on a regular basis.

**TERMS OF APPOINTMENT** The successful candidates will be offered a long-term contract of eleven months on a DPSA Consultation fee rate: 6-8, B2 No Mark-up R368p/h – long term.

**HOW TO APPLY** Interested candidates must email a detailed copy of a CV with at least 2 (two) contactable references, clear certified copies (*not older than 6 months*) of ID and copies of relevant qualifications to: **applications@moseskotane.com** on or before **24 October 2022**. Shortlisted candidates may be taken through a verification process.

Applications not compliant with the prescripts herein, will not be considered. For any technical queries contact The Recruitment Specialist, on humanresources@moseskotane.com Candidates who have not heard from MKI within 2 weeks from the closing date, may consider their application unsuccessful. Applicants will be disqualified for any incorrect information supplied. The Institution reserves the right not to appoint.