



Team Leader: Assets

Ref No. RTMC/AM/TL: A/2021

Package: Negotiable

Purpose: The Team Leader: Assets is responsible for assisting the Manager: Assets by developing an effective asset management plan. The incumbent is able to operate, maintain, upgrade and dispose of assets cost effectively to ensure that all assets are managed effectively. Assist with preparation a business plan for the life cycle of assets and recommendations on the most appropriate asset solution. Assist with the development and maintaining the strategic and annual asset management plans aligned with the Corporations strategy and budget.

Requirements: • 3-year National Diploma in Accounting or Financial Management or Equivalent (NQF level 6) • Bachelors Degree in Accounting or Financial Management or Equivalent (NQF level 7) will be advantageous • 2-3 years' relevant experience in Asset Management.

The successful candidate must have the following attributes and competencies:

•Accountability and Ethical Conduct •Quality Oriented •Judgement •System Thinking •Deadline-Oriented •Analytical Ability •Task Oriented •Prioritizing •Professionalism •Positive attitude •Flexibility •Adaptability •Initiative •Live by RTMC values.

Duties: •Assist in developing master Investment plans, technology plans, Asset types and Life Cycles and Programme Management •Establish maintenance plans, routine maintenance, fault management and replacement Management as directed by the line manager (Manager: Assets) •Develop and implement asset acquisition, maintenance and disposal plans •Perform an asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies, and update the asset register •Ensure the alignment of the spatial plans to the physical assets and update with changes timeously •Assist in preparing an operational plan for the life cycle of assets, including; an analysis of pricing options utilising

life cycle cost • Ensure that the depreciation calculation of fixed assets is correct and in terms of the accounting policy of RTMC and in compliance with international financial reporting standard • Ensure that depreciation expense is accounted for in the correct financial year • Estimate the repairs and maintenance cost • Estimate the future capital investment in fixed assets • Ensure the compilation of various fixed asset reports • Prepare a monthly reconciliation with supporting schedules of the asset registers to the relevant accounting records, and resolve uncleared items • Conduct annual and bi-annual Performance Reviews • Monitor employee well-being within the section and ensure staff motivation/morale is upheld.

To apply please submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae as well as certified copies of qualifications, identity document and driving license. **Applications must be forwarded via email to: rtmc@miltonresourcing.co.za. Candidates are requested to clearly indicate the reference number for the position they are applying for on the email. Candidates should also note that detailed information on the jobs is available on the RTMC website under vacancies.**

NB: Persons with disabilities are encouraged to apply

Closing date is the 25 March 2021, and no late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you have not received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: Ms. N Thobela (012) 999 5200



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