



Road Traffic
Management Corporation

Team Leader: Assets

Ref No. RTMC/ SCM: TLA/2023

Salary Package: Market Related

Position: Team Leader Assets
Business Unit: Supply Chain Management
Location: Eco Park
Job Purpose: The incumbent 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. Be able to conduct asset counts, condition evaluation and useful life assessments in order to compile an accurate and complete fixed asset register in support of the Annual Financial Statements.

KEY JOB RESPONSIBILITIES:

- To develop and implement the Assets Management Plan.
- Assist in developing and maintaining a complete and accurate fixed asset register.
- 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.
- Assist in assessing the condition and useful lives of assets.
- Assist in preparing an operational plan for the life cycle of assets, including an analysis of pricing options utilising life cycle cost, and recommendations on the most appropriate asset solution.

- Ensure that the depreciation calculation of fixed assets is correct and in terms of the accounting policy of RTMC and in compliance with Generally Recognised Accounting Practice.
- Ensure that depreciation expense is accounted for in the correct financial year.
- Prepare a monthly reconciliation with supporting schedules of the asset registers to the relevant accounting records and resolve uncleared items.
- Ensure the correct disclosure of assets in the Annual Financial Statements
- To perform relevant people- management functions within the section and lead a team.

QUALIFICATIONS AND EXPERIENCE:

- Matric (NQF Level 4) as essential.
- National Diploma in Accounting **or** Logistics and Supply Chain Management (NQF Level 6) as essential.
- Bachelor's Degree (NQ Level 7) as an added advantage.
- Five (5) years relevant experience in Asset Management (Essential).

KEY ATTRIBUTES AND COMPETENCIES:

- Knowledge of the Public Finance Management Act (PFMA)
- Knowledge of Life cycle costing utilising various techniques
- Knowledge of Generally Recognised Accounting Practice (GRAP)
- Knowledge of the Preferential Procurement Policy Framework Act (PPPFA)

HOW TO APPLY:

- Submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae
- Applications must be forwarded via email to: **rtmc@miltonresourcing.co.za**

NB: Persons with disabilities are encouraged to apply.

Closing date is the 22 February 2023 at 16:30 pm, 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: Human Capital at (012) 999 5425