



## Internal and External Advertisement

### Overview of the entity

The Eastern Cape Rural Development Agency (ECRDA) is a schedule 3C entity in terms of the Public Finance Management Act, 1 of 1999 as amended, with a mandate to promote, support and facilitate rural development in the Eastern Cape province.

Position: Asset Management Clerk  
Task Grade: 7  
Reporting line: Senior Asset Management Officer  
Location: East London (head office)  
Duration: 12 months contract

#### Main purpose of the position:

To provide efficient and professional Asset Management support to the ECRDA.

#### Minimum requirements:

##### Educational

- Grade 12 (NQF level 4)
- Diploma in Accounting (NQF Level 6)
- Code 8 drivers license

##### Experience:

- A minimum of 1 years' experience as an Asset Management clerk or similar role.

## KNOWLEDGE COMPETENCY AND ATTRIBUTES

- Client service
- Time Management
- Moral Competence
- Ability to Communicate
- Ability to produce reports
- Skilled in the use of Microsoft and Excel

## DUTIES

- Perform the physical verification of assets and inventory.
- Initiate the acquisition process of assets and inventory.
- Account for the assets and inventory on the financial management system.
- Bar code assets and update the fixed asset register as and when necessary.
- Assist with the maintenance and safeguarding of assets and inventory.
- Assist with the insurance processes.
- Perform monthly reconciliation of assets and inventory.
- Adhoc duties

## GENERAL INFORMATION

The application, which should as minimum contain a covering letter, CV, Employment application form, Certified copy of your Identity document, Qualifications and Driver's license **must** be submitted to [recruitment@ecrda.co.za](mailto:recruitment@ecrda.co.za)  
For more details, please contact Mr L. Mtumtum on 0664724002.

NB:

- Without prejudice, correspondence will be limited to the short- listed candidates.
- Further be informed that if you have not been contacted within a week of the closing date, please accept that your application was unsuccessful.
- ECRDA reserves a right to appoint or not to make an appointment.

- Interviews will be conducted in person, unless stated otherwise.
- Technical enquiries may be directed via email to [mgudlwas@ecrda.co.za](mailto:mgudlwas@ecrda.co.za)

Date of issue : 7 March 2025

**CLOSING DATE:** 17 March 2025, before 16h30, late applications will not be accepted.