

JOB PROFILE

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| **POSITION DESCRIPTION** | |
| **Position Title** | **Asset Management Officer** |
| **Description** | This position will serve to co-ordinate and undertake the effective functioning of the asset management processes based on required internal control measures, including co-ordinating the procurement of day-to-day goods and services for the NDA. |
| **Directorate** | Supply Chain and Finance Management |
| **Reports To** | Senior Manager Supply Chain |
| **Position location** | Head Office |
| **Peromnes Grade** |  |
| **Number of Direct Reports** | 1 |

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| **POSITION REQUIREMENTS** | |
| **Minimum Qualification** | * National Diploma in Supply Chain Management/ Business Management or Public Administration. |
| **Essential Experience** | * 5 years’ experience in asset management environment |
| **Knowledge** | * Public Sector Policies & Procedures * National Treasury Regulations and PFMA * Procurement and Asset Management System * GRAAP * OHS Act |

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| **Skills & Abilities** | * Communication * Problem-solving * Customer service orientation * Interpersonal skills * Initiative * Decisiveness * Project Management * Service Delivery innovation  1. Conflict management 2. Accountability  * Computer skills * Record keeping * Planning, organising & follow up * Monitoring and reporting * Adaptability * Integrity |

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| **MAIN AREAS OF RESPONSIBILITY** | |
|  | * Contribute in the design and development of the Asset Management System. * Ensure that all assets are insured and damages to assets are claimed on time * Ensure all assets are recorded and barcoded in the asset register * Perform physical asset verification and submit reports. * Establish the asset management capability of the organisation * Monitor and review the capturing of all physical assets in the physical asset management register * Monitor and review the allocation of assets in accordance with the relevant policy and procedures * Manage the determination of the asset allocation according to policy and procedure of the organisation * Manage capturing of asset information on the inventory list (room list) of the asset holder * Make follow up on missing assets to ensure that they are accounted for * Manage the performance of asset verification according to prescribed time frames, * Compile reports on the state of assets, * Ensure compliance with Supply Chain Management policies. * Manage the disposal process. * Follow asset management procedure for all assets delivered as per policy and procedure – updated asset registers at all times. * Assist with Facility Management processes. Assist in any other Supply Chain Management responsibilities as advised by the SCM Manager * Manage the transfer of inter organisational assets. * Manage the improvement of operational controls as reported on by Internal Audit |
| **Procurement administration** | 1. Organise and monitor asset register 2. Advise staff on proper management of assets  * Ensure that supplier deliveries are in line with contract deliveries requirements, e.g. price, quality – minimum returns on deliveries * Ensure appropriate filing and stamping of documents as appropriate * Follow asset management procedure for all assets delivered as per policy and procedure – updated asset registers at all times * Follow asset management procedure for all assets sent to suppliers for repairs |

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| **KEY RELATIONSHIP INTERFACES** | |
| **Internal Relationships - other than reporting lines (manager and subordinates).** \* | **External Relationships (With Local/Provincial structures and other key parties, specify)** |
| * Chief Executive Officer * Technical Support Officer * Chief Financial Officer | * Community Stakeholders and Organisations * Stage and Federal Funding organisations * State and Federal Government Departments * Suppliers and NGO’s * Insurance |

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| Signed by:  (**Job Holder)** | Authorised by: |
| Date: | Date: |