

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.
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| **Essential Experience** | * 5 years’ experience in asset management environment
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| **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
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| **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: |