



<b>POSITION DESCRIPTION</b>	
<b>Position Title</b>	<b>Asset Management Officer</b>
<b>Description</b>	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.
<b>Directorate</b>	Supply Chain and Finance Management
<b>Reports To</b>	Senior Manager Supply Chain
<b>Position location</b>	Head Office
<b>Peromnes Grade</b>	
<b>Number of Direct Reports</b>	1

<b>POSITION REQUIREMENTS</b>	
<b>Minimum Qualification</b>	<ul style="list-style-type: none"> <li>National Diploma in Supply Chain Management/ Business Management or Public Administration.</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>5 years' experience in asset management environment</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Public Sector Policies &amp; Procedures</li> <li>National Treasury Regulations and PFMA</li> <li>Procurement and Asset Management System</li> <li>GRAAP</li> <li>OHS Act</li> </ul>

<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>▪ Communication</li> <li>▪ Problem-solving</li> <li>▪ Customer service orientation</li> <li>▪ Interpersonal skills</li> <li>▪ Initiative</li> <li>▪ Decisiveness</li> <li>▪ Project Management</li> <li>▪ Service Delivery innovation</li> <li>• Conflict management</li> <li>• Accountability</li> <li>▪ Computer skills</li> <li>▪ Record keeping</li> <li>▪ Planning, organising &amp; follow up</li> <li>▪ Monitoring and reporting</li> <li>▪ Adaptability</li> <li>▪ Integrity</li> </ul>
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<b>MAIN AREAS OF RESPONSIBILITY</b>	
	<ul style="list-style-type: none"> <li>• Contribute in the design and development of the Asset Management System.</li> <li>• Ensure that all assets are insured and damages to assets are claimed on time</li> <li>• Ensure all assets are recorded and barcoded in the asset register</li> <li>• Perform physical asset verification and submit reports.</li> <li>• Establish the asset management capability of the organisation</li> <li>• Monitor and review the capturing of all physical assets in the physical asset management register</li> <li>• Monitor and review the allocation of assets in accordance with the relevant policy and procedures</li> <li>• Manage the determination of the asset allocation according to policy and procedure of the organisation</li> <li>• Manage capturing of asset information on the inventory list (room list) of the asset holder</li> <li>• Make follow up on missing assets to ensure that they are accounted for</li> <li>• Manage the performance of asset verification according to prescribed time frames,</li> <li>• Compile reports on the state of assets,</li> <li>• Ensure compliance with Supply Chain Management policies.</li> <li>• Manage the disposal process.</li> <li>• Follow asset management procedure for all assets delivered as per policy and procedure – updated asset registers at all times.</li> <li>• Assist with Facility Management processes. Assist in any other Supply Chain Management responsibilities as advised by the SCM Manager</li> <li>• Manage the transfer of inter organisational assets.</li> <li>• Manage the improvement of operational controls as reported on by Internal Audit</li> </ul>
<b>Procurement administration</b>	<ul style="list-style-type: none"> <li>• Organise and monitor asset register</li> <li>• Advise staff on proper management of assets</li> <li>• Ensure that supplier deliveries are in line with contract deliveries requirements, e.g. price, quality – minimum returns on deliveries</li> <li>• Ensure appropriate filing and stamping of documents as appropriate</li> <li>• Follow asset management procedure for all assets delivered as per policy and procedure – updated asset registers at all times</li> <li>• Follow asset management procedure for all assets sent to suppliers for repairs</li> </ul>

<b>KEY RELATIONSHIP INTERFACES</b>	
<b>Internal Relationships - other than reporting lines (manager and subordinates). *</b>	<b>External Relationships (With Local/Provincial structures and other key parties, specify)</b>

<ul style="list-style-type: none"> <li>• Chief Executive Officer</li> <li>• Technical Support Officer</li> <li>• Chief Financial Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Community Stakeholders and Organisations</li> <li>• State and Federal Funding organisations</li> <li>• State and Federal Government Departments</li> <li>• Suppliers and NGO's</li> <li>• Insurance</li> </ul>
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Signed by: <b>(Job Holder)</b>	Authorised by:
Date:	Date: