

Job Title:	Asset Management Officer – 3 Months Contract
Organisation:	NEMISA
Department:	Finance and Supply Chain
Location:	Gauteng, Parktown
Salary Range:	Grade 10
Upward Reporting Relationships:	Manager: Financial Management
Reference Number:	NEM-06/12/2019

MAIN PURPOSE OF JOB

- To manage the full life-cycle of all Institutional assets; accurate capturing, monitoring and reporting of all assets; ensure compliance to asset management policies and procedures, determine the value and depreciation of assets.

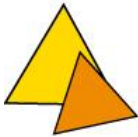
JOB OBJECTIVES

- Determine and design an Asset Management Strategy and Framework for the Institute
- Provide performance indicators and achievable goals for the management of all assets
- Develop and implement procedures for tracking all assets to oversee quality control throughout their life cycles
- Create and maintain a list of system level contacts to assist with maintenance of asset management database
- Create and maintain an asset management procedure manual that contains detailed descriptions of system functions, tasks, responsibilities
- Develop procedures for Business Unit level employees to maintain the asset database
- Plan, monitor, and record asset licenses, serial numbers and/ or other relevant information to ensure compliance with vendor contracts
- Conduct asset verification of plus minus 4000 assets
- Update of asset by owner forms/ inventory sign off sheets
- Verification of specialised assets/ audio equipments
- Barcoding of new assets
- Investigation of missing assets
- Maintenance of fixed asset register
- Recording and cataloguing of assets for distribution
- Coordinate asset disposal efforts throughout the Institute according to established procedures
- Ensure the recording and reporting of missing assets
- Conduct regular assets audits to ensure all assets are accounted for

Tel: + 27 - 11 484 0583, Fax: + 27 - 11 484 0615, Physical Address: 21 Girton Road, Parktown, Postal Address: P.O. Box 545, Auckland Park, Johannesburg 2006, www.nemisa.co.za

Non-Executive Directors: Ms Molebogeng Leshabane (Chairperson); Ms Thobeka Buswana; Mr Melvyn Lubega; Mr Lionel Adendorf; Ms Nomonde Hlatshaneni; Prof Christian Adendorf; Ms Bongekile Filana
Executive Directors: Mr Treveen Rabindhnath (Acting CEO); Mr Thilivhali Ramawa (CFO)
Company Secretary: FluidRock Advisory (Pty) Ltd (Acting Company Secretary)

Reg no. 98/14825/08



- Provide Asset Management reports as requested on the following:
 - Assets that are fully verified and compliant
 - Assets on the ground, but not on the asset register
 - Assets on the register, but not verified
 - Assets that are redundant
 - Assets incorrectly described/ classified
 - View verification discrepancies on the device as they occur
- Ensure the accurate capturing of all asset information on the Asset Management database
- Ensure the data integrity of the Asset Management database through continuous monitoring, audits and updates trends
- Determine the value of Institutional assets and depreciation trends
- Identify and minimise asset risks and provide a mitigation strategy
- Provide input into the Asset Management risk register
- Conduct regular risk assessment to safeguard the Institute's assets
- Monitor all Asset Management compliance to set protocols
- Generate asset tracking reports as needed by the Institute for planning and budgeting purposes
- Provide input and draft Asset Management related policies, and ensure that all procedural manuals and guidelines are updated and disseminated accordingly
- Ensure that all users comply to set policies, guidelines and protocols for the management of Institutional assets
- Assist with the formulation and circulation of reports in accordance with management requirements and company policies and procedures
- Conducting training as needed to engage system community in accurate data collection and maintenance of asset records
- Participate in internal and external stakeholders forums as directed
- Represent and participate in the Institute's committees and/or task team
- Provide advocacy to all business units and CoLabs on the appropriate management of assets
- Attend meetings and present findings to members and management when required

Education: Formal Qualifications

Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, Technikons, colleges, etc.

Level of Education:	Minimum:	Ideal
	National Diploma in Accounting, Cost Accounting, Asset Management or equivalent qualification (NQF 6).	<ul style="list-style-type: none"> • Bachelor's Degree in accounting, Cost Accounting, Asset Management or equivalent qualification.

Job related Work Experience

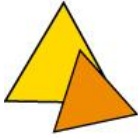
Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.

Minimum:

- 3 - 5 years' experience in Asset Management

Ideal:

- 5 + years' experience in Asset Management



Job related Knowledge

Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.

- Knowledge of GRAP 17 and other related assets accounting standards
- Knowledge of relevant legislation and policies
- Knowledge of The Public Finance Management Act (PFMA) and Treasury Regulations
- Advanced Excel and Knowledge working on Asset Management Systems
- Knowledge of Asset Management risk assessment and mitigation
- Knowledge of asset value and depreciation calculations
- Analytical skills
- Ability to produce clear, concise and accurate documentation
- Report writing
- Able to coordinate and drive strategic activities
- MS Office and SharePoint
- Good communication skills

Competency requirements

- Analysis and Problem Solving
- Strategic thinking
- Planning and organising
- Logical reasoning
- Critical judgement
- Decisiveness
- Information gathering
- Initiative
- Emotional maturity
- Commercial Acumen
- Flexibility
- Communication (Written and Verbal)
- Impact and influence
- Emotional maturity
- Results and quality focus
- Detailed focus



Important note:

- Please email through comprehensive CV and certified copies of Qualifications/Supporting documents to: assetmanagement1@nemisa.co.za
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: **20 December 2019**

We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, if this supports achievement of our Employment Equity goals.