

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder:	
Job title	Assistant Director: Asset Management
Core code	
Post level and salary code	9
Occupational class code	
Name of component	
Locations	
Posts reports to	Deputy Director: Asset Management
Date of appointment	

B. JOB PURPOSE

To coordinate, review and undertake the implementation of the physical asset management framework and policies, monitor assets through verification (physical condition, functionality, utilisation and financial performance) evaluation and reporting.

C. KEY PERFORMANCE AREAS

- (a). Monitor and review the capturing of all physical (moveable and immovable) assets in the physical asset management registers.
 - (i) Receipt of all moveable assets.
 - (ii) Perform quantity and quality control.
 - (iii) Allocation of inventory and bar code to assets.
 - (iv) Capturing of asset information in the relevant registers.
- (b). Monitor and review the allocation of assets to asset holders.
 - (i) Determination of the asset allocation according to furniture and equipment policy and procedures of the department.
 - (ii) Capturing of asset information on the inventory list (room list) of the asset holder.
 - (iii) Issuing of asset and inventory list (room list) list to asset holder.
 - (iv) The delivery of assets to the asset holder.
 - (v) Approval of the moveable asset register updates.
- (c). Oversee and review the monitoring of assets in accordance with the relevant policy and procedures.

- (i) Monitoring assets for compliance with asset control prescripts.
 - (ii) Monitoring assets for physical condition, utilisation functionality and financial performance.
 - (iii) Monitoring the performance of asset verification according to prescribed time frames.
 - (iv) Compile reports on the state of assets.
- (d). Promote correct implementation of sound asset management practices by –
- (i) informing guiding and advising departmental employees on asset management matters; and
 - (ii) contributing to the design and development of asset management systems, policies, strategic and annual physical asset management planning.
- (e). Supervise employees to ensure sound physical asset management. This would, inter alia, entail the following:
- (i) General supervision of employees.
 - (ii) Allocate duties and do quality control of the work delivered by supervisees.
 - (iii) Advice and lead supervisees with regard to all aspects of the work.
 - (iv) Manage performance, conduct and discipline of supervisees.
 - (v) Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
 - (vi) Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
 - (vii) Address enquiries and provide advice and guidance on asset allocation and control.

D. INHERENT REQUIREMENTS

Determine according to the Draft Competency Framework for Financial Management. Consult the occupational profile for physical asset practitioners.

E. APPOINTMENT REQUIREMENTS

The following requirements may be considered for appointment:

A relevant tertiary qualification at NQF level 7.

3 year related financial or asset management supervisory experience.

F. CAREER PATHING

Compliance with the requirements of the higher post.

G. AMENDMENTS TO THE JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

H. PERFORMANCE AGREEMENT

The Performance Agreement of the post holder, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the post holder should adhere to during the execution of his/her key performance areas.

I. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE:

DRAFT