

## BENCHMARK JOB DESCRIPTION

### A. JOB INFORMATION SUMMARY

Name of jobholder:	
Job title	Deputy Director: Asset Management
Core code	
Post level and salary code	11
Occupational class code	
Name of component	
Locations	
Posts reports to	Deputy Director: Asset Management
Date of appointment	

### B. JOB PURPOSE

To manage the sub-directorate, develop, review and implement physical asset management framework and policies. Ensure the monitoring of assets through verification (physical condition, functionality, utilisation and financial performance) evaluation and reporting.

### C. KEY PERFORMANCE AREAS

1. Manage the Sub Directorate: Physical Asset Management,
  - (a) Design and develop asset management systems, policies, perform strategic and annual physical asset management planning, establish the asset management capability of the department
  - (b) Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers.
  - (c) Monitor and review the allocation of assets to asset holders.
  - (d) Oversee and review the monitoring of assets in accordance with the relevant policy and procedures
2. Inform guide and advice departmental employees on asset management matters to promote correct implementation of sound asset management practices.
3. Manage the Sub Directorate: Physical Asset Management
  - (a) Maintenance of discipline
  - (b) Management of performance and development

- (c) Undertake Human Resource and other related administrative functions
- (d) Establish implement and maintain efficient and effective communication arrangements
- (e) Develop and manage the operational plan of the sub-directorate and report on progress as required
- (f) Develop implement and maintain processes to ensure proper control of work
- (g) Compile and submit all required administrative reports.
- (h) Serve on transverse task teams as required.
- (i) Procurement and asset management for the sub directorate.
- (j) Planning and allocate work
- (k) Quality control of work delivered by employees
- (l) Functional technical advice and guidance.

**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:

1. A relevant tertiary qualification at NQF level 7.
2. 3 year related financial/asset management experience at supervisory/management level (ASD).

**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**

**DATE:**

**SIGNATURE OF MANAGER**

**DATE:**

DRAFT