Job Title:	Asset Management Officer
Organisation:	NEMISA
Department:	Corporate Services
Location:	Gauteng, Auckland Park
Salary Range:	9
Upward Reporting Relationships:	Manager: Facilities Management and Maintenance
Reference Number:	**NEM-09/04/2025**

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, coordinate and engage in the planning and maintenance of the Institute's facilities and equipment.

JOB OBJECTIVES

- Participate in the development of Asset Management Strategy and Framework for the Institute.
- Develop and implement procedures for tracking all assets to oversee quality control throughout their lifecycles.
- Perform physical asset verification and ensure that all assets are recorded and barcoded in the asset register.
- Monitor and review the capturing of all physical assets in the Asset Management Register.
- Monitor and review the allocation of assets in accordance with the relevant policy and procedures.
- Make recommendations on asset acquisition for the procurement of assets.
- Develop, implement and manage mechanisms to safeguard assets.
- Follow asset management procedures for all assets sent for repairs.
- Coordinate and manage the life cycle of assets.
- Follow up on missing assets to ensure accountability.
- Co-ordinate asset disposal efforts throughout the Institute according to policies and procedures.
- Ensure that all assets are insured and damages to assets are claimed on time.
- Compile monthly reports on the management and maintenance of the Institute's assets.
- Conduct regular asset audits and account for all Institute's assets.
- Ensure the data integrity of the Asset Management database through continuous monitoring, audits and updates.
- Determine the value of Intuitional assets and depreciation trends.
- Generate asset tracking reports as needed by the Institute for planning and budgeting purposes.
- Ensure that all users comply to set policies, guidelines, and protocols for the management of Institutional assets.
- Identify and minimise asset risks and provide a mitigation strategy.
- Provide input into the Asset Management risk register.

- Provide advocacy to all business units and external stakeholders on the appropriate management of assets.
- Participate in internal and external stakeholder forums as directed.

The list of duties is not exhaustive.

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:** • National Diploma in Asset Management/Finance or related.	**Ideal:** • N/A
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 it is not restricted to the current organisation. Supervised on-the-job training internships and learnerships are incorporated within this category.*		
Level of Job-related Work Experience:	**Minimum:** • 2-3 years' experience in Asset Management. • Knowledge of the PFMA and National Treasury Regulations and prescripts. • Knowledge of Asset Management Systems. • Knowledge of asset value and depreciation calculations.	**Ideal:** • N/A
Job-related Skills and Competencies *Job-related skills are typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). Skills refer to how to do things. They are demonstrated in the application of techniques and procedures.*		
Job-related Skills and Competencies:	**Behavioural:** • Communication skills • Problem-solving • Interpersonal skills • Conflict management • Negotiation skills • Critical thinking skills • Teamwork and collaboration • Accountability • Integrity • Flexibility and adaptability • Working under pressure • Attention to detail	**Technical:** • Records management • Planning and organising skills • Computer skills • Report writing • Time management

Important note:

- Please email through comprehensive CV and certified copies of qualifications/supporting documents to: assetmanofficer@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 shortlisted candidates.
- NEMISA reserves the right to not make an appointment.
- Closing Date: **15 April 2025 (16:30)**

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, provided that this supports the achievement of our Employment Equity goals.