



POSITION: Assets Administrator
LOCATION: Head Office (Pretoria)
SUPERVISOR: Management Accountant
EMPLOYMENT TYPE: Fixed Term Contract
CONTRACT DURATION: (01 March 2023 – 31 March 2025)

Isibani Development Partners is a South African-registered NGO, launched in 2011 to become a leading local technical assistance provider, systems strengthening and grants manager for health and social service in Southern Africa. Isibani has been appointed by the National Department of Health to serve as one of the Sub-Recipients (SRs) for the GLOBAL FUND TB/HIV Program in King Cetshwayo (KZN) and Ekurhuleni (Gauteng) districts, from 01 April 2022 to 31 March 2025. Isibani seeks to appoint an Assets Administrator.

Job Overview:

The Assets Administrator will be responsible for the overall asset management of the organisation. He/she will ensure that all assets are properly tagged, recorded, verified, and updated on the Azure Online System in accordance with donor requirement and the asset management policy of Isibani. The Assets Administrator shall also manage the insurance of all assets including documentation of transfers, damages, wear and tear, loss and theft.

Key Performance Areas Include:

Capturing and barcoding Assets

- Maintain the Azure Online Assets Management System of Isibani in collaboration with finance and IT Officer where necessary. This includes but not limited to licensing, accessibility, and back-ups.
- Ensure that existing assets and new additions are timely barcoded and captured in the system.

Procurement and Insurance of Assets

- Receive and execute request for the procurement of new assets in accordance with Isibani procurement policy.
- Ensure that all assets are adequately insured.
- Ensure that assets disposed are removed from the insurance policy.

Physical Asset Verification

- Enforcing and ensuring compliance with PFMA and Global Fund guidelines,

- Ensuring that the information captured (asset description, location, asset owner, procurement and condition details) on the electronic asset register are accurate and updated,
- Ensure that the assets are correctly classified.
- Monitor and review the capturing, allocation and movement of all assets.
- Reconciliation to be performed to ensure accuracy on the details of the assets

Fleet Management

- Ensure that all vehicles are road worthy by means of registration or renewed licence discs, repairs and maintenance,
- Ensure that all vehicles have log books
- Perform random logbook audits and submit reports
- Maintain a fleet register

Record Keeping & Reporting

- Assist with the development and/or an update of the electronic asset register to ensure proper record keeping for Global Fund.
- Promote the correct implementation of sound asset management practices,
- Ensure timely and accurate reporting, and
- Report damaged, stolen, and disposed assets immediately.
- Prepare and submit Monthly and quarterly Asset verification report to Management and NDOH

Internal & External Audit

- Assist with the preparations and responses to both the internal and external audit.

Minimum Requirements:

- A 3 years relevant National Diploma in accounting or Financial Management
- Computer literacy and skilled in MS Word, Excel, Spreadsheets, Power point, and asset management systems
- Thorough knowledge of asset management, including financial reporting,
- Knowledge of advanced asset verification and barcoding methods,
- A minimum of 3 years asset management working experience, and
- Ability to correctly interpret and apply policies and regulations.

Suitable candidates to send applications to: applications@isibani.org.za

Please Note: Please specify the below reference number on the subject line of your email for a quicker response.

Subject line: **"Asset Administrator A001"**

Closing date: Friday, 27 January 2023

Kindly note that only shortlisted candidates will be notified