

PROJECT ASSET MANAGER

GRADING: D3

Reference Number: 9912595

The ADAC division of the Acquisition Department has a vacancy for a Project Asset Manager. Applications are invited from people meeting the qualifications and experience requirements set out below.

PURPOSE OF THE JOB:

To manage project assets at Defence contractors on behalf of the Department of Defence (DoD), Special Defence Account (SDA), and Armscor Acquisition project assets from acquisition to disposal as per the SLA; as well as management of the Armscor Asset Control Office (AACO) team.

CRITICAL PERFORMANCE AREAS:

- Render a total Project Asset Management Service to Armscor which comprises of asset accounting and reporting, damage and loss administration, asset verification and asset disposal.
- Manage the DoD SDA and Armscor project related asset accounting and verification process in compliance with the SLA / MOA.
- Manage the disposal of redundant and obsolete project assets and stock process in compliance with the SLA / MOA.
- Manage the Damage and Loss process with regard to lost or damaged project related assets and stock in compliance with the SLA / MOA.
- Ensure that assets at contractors reflected on the Acquisition Projects Asset Register, according to an Asset verification plan, are verified annually and report to the Chief Financial Officer in the form of a presentation and a written report.
- Manage tender contracts in accordance with prescribed policy for AACO disposal section.
- Manage the of the Asset Management team, this include but not limited to:
 - Ensure the effective planning of the AACO's objectives, targets and activities to ensure that desired results are achieved,
 - Develop and review management documentation relevant to AACO sections,
 - Consolidate team inputs and submit inputs for ADAC SLA / MOA quarterly reporting according to SLA / MOA reporting schedule.

- Is responsible for the development, motivation of individuals and the team as well as performance management and all relevant information to the team members via team meetings and other relevant forms of communication.

REQUIREMENTS OF THE POSITION:

Qualifications:

- B. Tech / B. Com (Commerce)
- Drivers License

Experience:

- Minimum of 6 years' relevant experience
- Experience in Asset Management
- Experience in supervisory level
- Experience at a management level will be an advantage


Special proficiency / skills:

- Leadership and managerial skills
- Attention to detail
- Good interpersonal and communication skills
- Report writing skills
- Strong computer skills
- Planning and organising skills

The closing date for applications is **23 June 2017**. No late applications will be considered.

To apply please email a detailed **CV** to Careers@armscor.co.za

NB: All applicants must indicate the job title and reference number of the position they are applying for in the subject heading.

Shortlisted candidates will be subjected to a psychometric assessment. In line with Armscor's commitment to compliance with the Employment Equity Act, preference will be given to suitable candidates from designated groups. ***Preference will be given to people with disabilities*** 

Enquiries: Silindele Mbeje X2404

ISSUED BY: CORPORATE COMMUNICATION DIVISION

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