



BeyondZero

a partner in public health transformation

Contract duration	: 12 Months Fixed term contract
Anticipated start date	: 1st April 2022
Closing date for applications	: 18 March 2022
Remuneration	: Market related
1 X ASSET OFFICER -	: CENTURION

Beyond Zero (BZ) has been successfully implementing comprehensive services across the HIV and TB care continuum in the Eastern Cape (EC), KwaZulu-Natal (KZN) and Limpopo Provinces in the past 18 years; targeting key and vulnerable populations including adolescents and youths, sex workers (SW), orphans and vulnerable children (OVC) and men who have sex with men (MSM) and people living with HIV amongst others. Beyond zero is one of 4 nominated Principal Recipients in South Africa to lead and provide strategic management, oversight, monitoring and evaluation on the implementation of the Global Fund grant.

Purpose of the role:

The Asset Officer is responsible managing assets owned by Beyond Zero and maintaining accurate records of asset register. This extends to assets placed at SRs but funded by donors through BZ. The role develops policies and Standard Operating Procedures to control, monitors and record assets in accordance with approved governance procedures. Additionally, the Asset Officer Implements an effective Asset Management System that will record and capture all assets in the organization.

Duties and Responsibilities

To perform this job successfully, an individual must be able to perform the following:

1. Develop and maintain asset registers, including acquisitions, maintenance management, transfers and valuations
2. Develop asset needs assessment, acquisition management, operational and disposal plans
3. Plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies, and update the asset register
4. Develop, implement, and manage processes and mechanisms to safeguard assets
5. Prepare a monthly reconciliation with supporting schedules of the asset registers to the relevant accounting records, and resolve uncleared items
6. Prepare a business plan for the life cycle of assets, including an analysis of pricing options utilising life cycle cost, and recommendations on the most appropriate asset solution
7. Manage valuations for immovable assets and update the asset register



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8. Establish and execute a performance measurement system to evaluate the effective utilization of assets
9. Record all assets, ensure assets are insured and damages to assets are claimed on time
10. Ensure all assets are recorded and captured in the asset register and maintain accuracy of the system
11. Perform physical asset verification and submit status reports.
12. Monitor and review the allocation of assets in accordance with the relevant policy and procedures
13. Record asset assessment and indicate missing, damaged, and obsolete assets to ensure all assets are accounted for.
14. Manage the performance of asset verification according to prescribed time frames.
15. Improve asset risk controls and ensure mitigating measures are implemented.
16. Train end-users on asset management policies and procedures and report any deviations to the policy
17. Regularly report expenses and performances of the fleet to management
18. Manage BZ's fleet budget
19. Ensure compliance of BZ with government regulations that have to do with the transportation industry
20. Take preventive measure to ensure safety of vehicles
21. Make sure vehicles are always ready and available to meet BZ's requirements
22. Make sure that all vehicles are properly registered and regular inspections are conducted

Minimum Qualification, Education and Experience

- A Tertiary qualification Finance or equivalent
- 3-5 years' experience in asset management
- Working knowledge of donor regulations with accounting background
- Knowledge of Asset Management systems
- Excellent Ms Office skills
- strict compliance and confidentiality

Skills & Competencies:

- Knowledge of Asset Management principles
- Ability to maintain strict confidentiality
- excellent planning, problem-solving and decision-making skills
- Excellent communication skills (written and spoken)
- Presentation skills

By applying for any of the above-mentioned positions, applicants consent to BZ to conduct qualification, ID, Criminal and Reference checks on them which form part of its recruitment process.

To Apply: Cover letters clearly stating the Position being applied for and preferred region/location as mentioned on the adverts, CVs, and copies of qualifications must be forwarded to qfrecruitment@beyondzero.org.za Ability to work in highly pressurized work environment with very tight



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NB. Applicants who have not heard from Beyond Zero one month after the publication of these adverts should consider their applications unsuccessful and any future correspondence from BZ thereof will be limited to shortlisted applicants only.

Beyond Zero reserves the right to re-advertise any of the above listed Positions should the need arise and reserves the right not to fill any of the listed Positions.

Beyond Zero is an equal opportunity employer.

Candidates from key vulnerable populations are encouraged to apply

It is unlawful to employ a person who does not have permission to live and work in South Africa.

Unless the advert states otherwise, please ensure you have this permission before applying.

By expressing the interest in the position, applicants are consenting in terms of POPI Act for their curriculum vitae be shared with the relevant people authorised to act on behalf of BZ in the recruitment process

