

VACANCY

Job title:	Operations Coordinator: Assets – WRHI – CDC
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To manage reliable project asset data and information by being a bridge between the project and Shared services/Grants. To receive and record in accordance with the internal WITS RHI guidelines. To educate staff on policies/SOPs. To do periodic project assets verification and report back to shared services
Location:	Ekurhuleni
Closing date:	15 October 2021
<p>In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto. Our Organisation maintains a Mandatory COVID-19 requirement and as such only COVID-19 Vaccinated incumbents will be considered for positions.</p>	

Key performance areas

- Assist in developing, creating, and enhancing the management and presentation of asset data, information, and reports within the project.
- Maintain an accurate asset register and inventory system for the Tshwane project.
- Monitor the accurate application of the Project Assets SOP.
- Be able to remotely or physically verify any project assets with Wits RHI Shared Services/Grants.
- Conduct site visits within the district to verify assets.
- Collect broken, returned and assets to be repaired from staff members and log calls with the operations desk.
- Prepare and package all assets that need to be returned to Shared services/Grants.
- Receive and allocate assets received from Grants/Shared services.
- Scan and send back all assets documentation to Shared Services/grants which includes asset adjustments, transfers and donations.
- Keep accurate records of project assets.
- Act as the first point of contact in assisting staff with asset related queries and, if applicable, redirect it accordingly
- Communicate with all levels of management within the project with regards to all project assets.
- Maintain healthy relationships with CoT /DoH staff within Tshwane district.
- Monitor and track all requests from line managers to project operations and respond appropriately.
- On a frequent basis, verify project assets with Shared Services/Grants.
- Work closely with WITS RHI IT and Assets support.
- Manage relationships with other District Support Partners (DSPs) with regards to asset management.
- Work closely with the Fleet Coordinator to maintain the vehicles list/register.
- Work closely with the Office Assistant in managing telecommunication assets.
- Gather documents required for the management of all incidences relating to assets.
- Maintain of call logged with Shared Services.
- Assist with the specifications for the procurement of assets. Based on history/trends.
- Support other Operations Coordinators with duties that may arise relating to HR, Fleet management, Branding, Maintenance of Offices & Building and Procurement, etc.
- Report all activities of assets on a monthly basis to the Project Operations Manager.
- Keep record of all induction, in-services training reports which relate to assets management including vehicles.

- Take ownership and accountability for tasks and demonstrate effective self-management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Maintain a positive attitude and respond openly to feedback.
- Take ownership for driving own career development by participating in ongoing training and development activities.

Required minimum education and training

- Relevant Administrative Diploma.
- Computer literate in standard MS Office packages.
- Valid driver's licence.

Desirable additional education, work experience and personal abilities

- Some exposure to project management/NGO environment would be useful.
- Experience working in a donor-funded organisation or NGO.
- Exceptional organization and administrative skills with working knowledge of MS Office. Own, reliable transport preferred.
- Able to maintain confidentiality, tact, and professionalism at all times.
- Able to exercise discretion, high levels of initiative and independent decision-making.
- Must be assertive, confident, and adaptable.
- Self-motivated, able to work independently and work as part of a multi-disciplinary team.
- Positive, energetic, team player.
- Ability to adapt to complex situations, ability to manage stress, self-starter, ability to deliver goals pro-actively, creative thinker, goal orientated.
- A thorough and accurate approach to work.
- Attention to detail.
- Excellent communication skills.

Required minimum work experience

- 2 - 3 Years' office administration experience in a medium to large sized organisation.
- Working knowledge of operations and financial systems and processes.

Demands of the job

- Must be able to work in a pressurized environment and be able to travel within Tshwane District to conduct inspections/verification.
- Confidentiality, tact, and discretion must always be maintained.
- Ability to deal with demands from project staff members and shared services Centre.

Communications and relationships

- Maintain effective working relationships with different Management levels and WRHI staff from Shared services/Grants.

Should you be interested in applying for this vacancy, please apply via the link on the career page. Please include the following documentation:

- ID/Passport, Qualification, CV, and Vaccination card