



## SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

### DEPARTMENT OF FINANCE

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunities below.

#### Head: Asset Management Services (1 Post)

Ref: 120/2024/NGM/P7

The University is looking for a dynamic and energetic individual who will be responsible for supporting the Deputy Director: Assets and Stores through the management of the Asset section, user education and training and reporting. The incumbent reports to the Deputy Director: Assets and Stores and must meet the requirements and competencies and be responsible for the key performance areas listed below:

#### MINIMUM REQUIREMENTS

- Honours Degree in Accounting/Finance
- Five (5) to eight (8) years related experience in Asset Management Services, of which three (3) was at a supervisory level.
- SAICA/CIMA/ACCA qualification will be an added advantage
- High level proficiency in utilising the different software solutions, including MS Excel and other common Asset Management Software Packages
- Valid Driver's license code 10 (C1)

#### COMPETENCIES

- Technical / professional knowledge of asset lifecycle management
- Resource management
- People management, including performance management
- Interpersonal relationships
- Quality assurance and risk management
- Corporate governance
- Decision-making and problem solving
- Communication and presentation skills
- Mentoring and leadership skills
- Risk management and compliance

- Client/Student orientation

## **KEY PERFORMANCE AREAS**

- Ensure reconciliation of the fixed assets register to the general ledger control accounts
- Authorize and record disposals. Evaluate asset lifecycles annually.
- Ensure that disposal of assets are properly authorized and recorded in the general ledger and that the necessary entries are processed in the fixed asset register
- Facilitate training for relevant staff on asset management policies, procedures and protocols. Design annual training calendars and collect feedback from participants
- Ensure job descriptions are regularly updated for all positions
- Ensure fair allocation of workloads
- Take responsibility for new staff induction
- Take responsibility for performance agreements for staff
- Manage staff training, development, mentoring and coaching
- Manage employment relations (grievance, discipline and conflict resolution)
- Administer leave for staff
- Proactively identify and address risks related to asset management
- Implement internal controls to mitigate identified risks
- Conduct regular audits and ensure compliance
- Administer general insurance functions including handling claims and communicating with insurers
- Ensure timely submission of claims and follow-ups on repudiated claims
- Perform any other official duties as directed by the line manager

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**Closing date: 13 December 2024**

### **Applications from Employment Agency will not be considered.**

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Ms NG Motsamai on e-mail, to [hr.recruitment3@smu.ac.za](mailto:hr.recruitment3@smu.ac.za)

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

*Telephonic enquiries regarding conditions of service: (012) 521-3893*

**The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.**

**Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.**