

VACANCY

Job title:	Assets Intern (12 Months)
Type:	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To manage reliable asset data and information through an effective asset management system and provide operational support. To receive, record and dispatch assets in accordance with the relevant policies, procedures, and guidelines.
Location:	Wits RHI-22 Esselen Street, Hillbrow
Closing date:	01 September 2021
Submit detailed CV to:	vacancy6@wrhi.ac.za
Advert reference number:	LM – 011MAF
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.	

Key performance areas

- Assist in developing, creating, and enhancing the management and presentation of asset data, information, and reports.
- Maintain an accurate asset register and inventory system for all Wits RHI Units.
- Conduct and monitor effective asset surveys, asset valuations and condition ratings.
- Collect, store, and save data for reporting.
- Manage asset adjustments, transfers and donations.
- Manage asset disposal agreements and dispose aged assets.
- Maintain the Organisational Asset Register
- Maintain the loss and damage control register
- Control and monitor the movement of assets within the organisation
- Provide effective internal controls and implement with regards to asset Management of the organisation
- Bar-coding of the assets with organisational unique barcodes
- Co-ordinate and manage the Annual Asset Verification
- Manage the process of identifying and assessing the risks affecting all assets.
- Oversee, and ensure that all assets are safeguarded in a demarcated area
- Monitor and evaluate risks.
- Conduct bi-annual stock takes of all assets.
- Verify asset locations.
- Verify asset status and/or life cycle.
- Inspect, verify and check delivered goods and stock.
- Check that all documents are accurate and correct i.e., purchase orders, invoices, delivery notes etc.
- Reconcile delivery notes with purchase orders.
- Record serial numbers where applicable.
- Record goods received on the relevant systems.
- Obtain relevant information and documentation from suppliers.
- Maintain sound working relationship with suppliers.
- Provide feedback to stakeholders on consumables received and ensure relevant documentation is completed.
- Dispatch office consumables, equipment, and assets according to policies and procedures.

- Forward invoices and documentation to WHC Finance to process payments.
- Act as the first point of contact in assisting staff with asset related queries and, if applicable, redirect it accordingly.
- Screen telephone calls and emails, enquiries or requests and handle them when appropriate.
- Assist in the preparation of relevant site audits.
- Maintain and update all relevant spreadsheets, records, and files to ensure data integrity.
- Devise and maintain relevant office systems such as electronic and manual filing and storage systems.
- Perform relevant administration i.e. filing, copying, faxing etc.
- Perform any other ad hoc administration duties as assigned.
- Take ownership and accountability for tasks and demonstrates 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 by participating in ongoing training and development activities.

Required minimum education and training

- Grade 12.
- Relevant diploma in Finance or accounting.
- Valid South African driver's license.

Desirable additional education, work experience and personal abilities

- Administrative skills are required together with working knowledge of Microsoft Office.
- Attention to detail.
- Assertive, confident, and adaptable.
- Pro-active, able to exercise discretion and independent decision-making.
- Able to prioritize own workload and work to deadlines.
- Self-motivated, able to work independently and work as part of a diverse and multi-disciplinary team.

Required minimum work experience

- Minimum of 1-year Administrative experience

Should you be interested in applying for this vacancy, please send an email to vacancy6@wrhi.ac.za. The subject heading of the email must read **LM – 011MAF** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV