

## The Organisation

Our client is a donor-funded organisation and partner in development in Namibia, working closely with the Ministry of Health and Social Services' (MoHSS) Directorate of Special Programmes (DSP). Our client deploys staff at hospitals and health facilities across the country as part of a coordinated effort with the MoHSS. Their goal is to increase the human capacity needed to provide HIV/AIDS clinical care in countries and regions that are most significantly impacted by the AIDS epidemic and to support and assist in the development of locally determined health care worker systems to become optimally resourced, highly responsive and self-sustaining.

## The Region

Windhoek | Khomas

## The Position

The Senior Assets Accountability Officer will provide overall leadership and direction on the management of assets and inventory for the MoHSS PEPFAR cooperative agreement.

### Key focus areas:

- Serve as the organisation's lead accountability officer for all property issues from acquisition, distribution, audit and disposal.
- Monitor day-to-day asset transactions with the IT office, procurement office, fleet management and requests from programs.
- Verify all requests for assigning a property to the relevant program. Ensure required asset records and reports for an audit trail are maintained from acquisition through to disposal (e.g., purchase orders, receiving reports and disposal documents).
- Enhance internal control measures and review policies and procedures for risk management and mitigation of assets.
- Ensure the assets/inventory register is up-to-date and provide regular reports to management.
- Conduct property management training for programs on procurement of sensitive equipment.
- Maintain an up-to-date procedural document which describes how project assets will be managed.
- Enhance security controls of project assets and inventory.
- Establish an annual process for refreshing non-accountable assets, including the mechanism for processing surplus items purchased with project funds.
- Lead and participate actively in annual inventory verification of both tangible and sensitive items.
- Prepare reports documenting the facts and circumstances surrounding the loss, damage, or destruction of accountable assets to management and the donor partner.
- Ensure timely submission of the annual equipment inventory.
- List authorization/purchase report.
- Any other duties as assigned for the improvement of assets management.

## The Person

### Minimum requirements:

- A Bachelor's degree in Logistics/Supply Chain Management.
- At least 5 years of assets/property management experience of which 2-3 years should have been in a supervisory role.
- Detail-oriented and able to prioritise work.
- Ability to manage multiple tasks and competing deadlines.
- Excellent communications skills, including fluency in speaking, reading and writing in English.
- Strong organisational and time management skills.
- Proficiency in Microsoft Outlook, Word and Excel.
- Familiarity with developing and managing databases.
- Valid driver's license.
- Only Namibian citizens will be considered.

## Interested?

This is a **fixed-term contract** position.

- Closing date for applications is **24 July 2020**
- Please submit your application to **admin2@potentia.com.na**

Please contact us telephonically on (061) 381 000, if you have not received any acknowledgement within 2 days of your application.

Please consider your application unsuccessful if you are not contacted within 2 weeks of the closing date.

Only electronic versions of CVs will be accepted.

Our client reserves the right not to make any employment offer or appointment.

