



INTERNAL VACANCY!

ASSET / IT MANAGER

Remuneration: NEGOTIABLE

Southern African Youth Movement is looking for a dynamic **Asset / IT Manager** to Provide strategic and operational leadership and direction to the business in all areas relating to IT management, performance, systems and processes.

Requirements:

- Proven working experience as an IT manager or relevant experience
- Excellent knowledge of technical management, information analysis and of computer hardware/software systems
- Expertise in data centre management and data governance
- Hands-on experience with computer networks, network administration and network installation
- Ability to manage personnel
- N5 Qualifications in Computer Science, MIS or similar field

Duties Include but not limited to:

- Adherence to guidelines for acquisition, maintenance, retention and disposition of fixed assets and associated records;
- To add controlled and capitalized assets to the fixed asset database;
- Enter straightforward information (i.e., asset number, class code, acquisition date,
- Simple description and historical cost);
- Affix inventory tags to designated assets and equipment;
- Maintain perpetual inventory records by gathering inventory data,
- Completing required forms/logs and entering,
- Enter asset repair cost and utilization information to assist in replacement planning decisions;
- Perform field inventory by physically locating,
- Identifying and counting assets and enter manual counts and upload bar code data from inventory results into the fixed asset management system.
- Manage information technology and computer systems
- Plan, organize, control and evaluate IT and electronic data operations
- Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance
- Design, develop, implement and coordinate systems, policies and procedures
- Ensure security of data, network access and backup systems
- Act in alignment with user needs and system functionality to contribute to organizational policy
- Identify problematic areas and implement strategic solutions in time
- Audit systems and assess their outcomes
- Preserve assets, information security and control structures



- Develop and oversee the implementation of the asset management system, including: the establishment of the Asset Management Unit, and SAYM policies and procedures
- Develop and maintain the strategic and annual asset management plans aligned with the SAYM strategy and budget
- Develop and maintain asset registers, including; acquisitions, maintenance management, transfers and valuations
- Develop asset needs assessment, acquisition management, operational and disposal plans
- Plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies,
- Develop, implement and manage mechanisms to safeguard assets
- Manage valuations for immovable assets and update the asset register
- Conditions of service and descriptions shall be provided by the Executive Director of SAYM as an appointing Officer.

Application process:

CV's with a covering letter and certified copies of certificates should be forwarded to: jika@saym.co.za. The closing date for submission of CV's is **28th February, 2019**