



Duties and Responsibilities include, but not limited to:

- Overall organizational asset management through an asset register and controls put in place at various locations for asset movement

Fleet management

- Ensure that vehicles are serviced, repaired, licensed, insured, roadworthy and that they have the standard tools and accessories required by the traffic regulatory bodies.
- Appoint reputable vehicle service providers and carry out periodic garage assessments to ensure that the organization is receiving value for money.
- Ensure quarterly field support visits to assess condition, usage and roadworthiness of all vehicles.
- Ensure that all vehicle booking requests are in line set procedures and vehicle policy.
- Ensure that field supervisors have access to satellite tracking and monitoring of the fleet and conduct training to ensure that they can effectively use the system.
- Make follow ups on all forms of vehicle abuse and ensure that corrective measures are taken.
- Oversee monthly fuel forecast requirements.
- Provide technical support in the identification of suitable vendors of transport services.
- Oversees the allocation and reconciliation of fuel in QuickBooks and e-fuel to cards portal software for onward submission to finance for cost allocation.

Lease and Property Administration

- Identify and negotiate for best value office and warehouse space.
- Negotiate rentals and manage the lease documentation from inception to the end of the lease, ensuring both lessee and lessor are operating within the terms of the lease.
- Initiate lease terminations where necessary, in accordance with the relevant individual lease provisions to avoid legal/financial penalties.
- Check and approve all rent and utility bill invoices within the given approval thresholds.
- Ensure quarterly inspections for leased properties; rectify maintenance gaps at the leased properties and facilitate site requests for repair, maintenance and renovations.

Insurance Portfolio Administration

- Facilitate adequate organizational insurance requirements, including for staff, board directors and assets (Assets, Money, Electronic Equipment, Group Personal Accident, Public Liability, Professional Indemnity, Travel, Political Violence and DC Umbrella Policy).



- Review and submits updated insurance schedule.
- Oversee the lodgement of all insurance claims

Contract, Safety and Security Administration

- Ensure safety and security at all rented premises.
- Acts as first link for the contracted security companies in all security matters.
- Updates the country Travel Security Briefing & Security Manual and ensures alignment with PSI/SFH Global Security Policy & Procedural Guidelines.
- Oversee quarterly security manual up-dates.
- Ensures all security incidents are tracked and regularly analysed, including but not limited to incident mapping of accidents/injuries, robberies/thefts, political demo's & riots etc.
- Coordinate quarterly Safety Meetings and ensure documentation.
- Initiate local security training (e.g. Fire Drills/Evacuation procedures)
- Ensure that all staff have had security awareness and evacuation procedures training.
- Monitor the office access control system.

Budgetary Control

- Facilitate budgetary input
- Oversee the office usage of landline facilities and initiates remedial action where excessive usage is identified.
- Determine furniture and equipment requirement projections in line with anticipated staffing requirements.

Inventory

- Oversee preparation of monthly inventory reports and variance analysis .
- Review and approve inventory adjustment entries as needed.
- Ensure that all inventories have correct item code, accurate unit cost and quantities for each inventory location.
- Ensure the inventory locations/warehouse meet PSI/SFH Warehouse' minimum requirements/

Equipment Repairs & Maintenance and Asset Disposal

- Facilitates unscheduled and scheduled repairs and maintenance of office equipment



- Approves requisitions relating to office and equipment purchases, repairs, renovations and maintenance.
- Facilitates procedural disposal of obsolete vehicles, furniture and equipment via auction companies in line with the relevant donor guidelines.

Security Vetting

- Conduct background checks on vendors
- Submit written reports with recommendations to the CR or relevant department Head for them to make decisions as and when necessary.

Physical Security

- Oversees the electronic security systems to make sure they are working efficiently and are serviced regularly by the system vendors.
- Makes sure static security guards are deployed in all the relevant units timeously by randomly carrying out regular checks on guard points to enhance physical security.
- Makes sure that sensitive units have adequate physical security.
- Identifies sources of physical security weaknesses by visiting and checking units in order to avoid burglaries on a quarterly basis.
- Establishes site security focal points & maintains regular communications with them.
- Reviews adequacy of access control, first aid kits, alarms, fire extinguishers, fire alarms, signage, & other physical controls
- Carries out routine facility visits to all SFH facilities & partner sites as necessary to ensure SFH/Donor/Statutory prescribed safety & security SOPS are in place & are being implemented.

Qualifications and Requirements:

- Post graduate qualifications in Operations Management
- At least ten years' management experience
- Ideally previous experience working in an organization funded by PEPFAR, USAID or the Global Fund
- Demonstrated successful development of cohesive teams and growing the professional capacities of team members
- Measured and appropriate judgment, flexibility and willingness to work simultaneously on a wide range of tasks
- Must be democratic, responsive, accountable, diplomatic and transparent in all his/ her actions.
- Experienced in risk management



- The ideal candidate should be able to think creatively and have excellent communications and interpersonal skills
- Analytical thinking and attention to detail and demonstrated ability to work well under pressure and tight deadlines
- Demonstrate humility, willingness to listen and learn in the company of colleagues as well as internal and external stakeholders
- Excellent, writing, presentation, and interpersonal communication skills
- Be willing to undertake frequent travel of up to 8-12 weeks a year in South Africa

Other special requirements.

- Own vehicle and driver's license