

**POSITION DESCRIPTION**

**Position Title:** Buildings & Asset Officer

**Pos. No:** NMSACFA.006

**Position Holder's Name:**

**Supervisor's Title:** Manager – Finance & Administration

**Supervisor's Name:** Patrick Korowa

**1. Key Objective of Position**

Responsible to the Manager Finance & Administration for the efficient administration of office accommodation, furniture and equipment, land buildings and NMSA Assets in Head Office and other operational bases.

<b>2. Key Responsibility Areas</b>		
<b>Priority No</b>	<b>Area of Responsibility</b>	<b>% Time</b>
1	Administer, oversee, manage and implement the rules and procedures in relation to all land, buildings and other assets of the Authority	
2	Maintain an inventory and registry of all assets, regularly providing an update on the condition of these assets and make recommendations accordingly.	
3	Ensure office accommodation, furniture and equipments, cleanliness and maintenance of office are satisfactory.	
4	Ensure the general security and safety of all office accommodation land, buildings, equipments and make recommendations on any improvements in this regard.	
5	Liaison with the landlord or other concerned parties on any lease agreements to ensure obligations are fulfilled and with relevant government agencies to confirm and formalize ownership of lands and buildings.	
6		
<b>Total</b>		100%

<b>3. Resources Managed</b>	
<b>Resources/Position Titles etc</b>	<b>Numbers/Budgets</b>
Staff numbers overseeing Budget Computer & Printer Internet Stationery Telephone	

<b>4.1 Working Relationships – Internal</b>		
<b>Contact Title</b>	<b>Reason For Contact</b>	<b>Frequency</b>
Manager (F&A)	Approvals & Work details , etc	As required
Accountant	Work details	As required
Revenue & Budget Officer	Work details	As required
Commitment clerk	Work details	As required
Administration Officer	Work details	As required
Other NMSA staff	Finance & Admin issues	As required
<b>4.2 Working Relationships – External</b>		
<b>Contact Title</b>	<b>Reason for Contact</b>	<b>Frequency</b>
Various Service providers	Services for NMSA’s Finance & Admin department	As required or directed by Manager - F&A
<b>4.3 Working Relationships - Committees/Project Teams</b>		
<b>Committee Name</b>	<b>Committee Purpose/Your Role</b>	<b>Frequency</b>

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**5. Guidance Given and Received**

(a) Guidance Given:

(b) Guidance Received:

**Authorizations**

Position Holder

Date

Immediate Supervisor

Next Most Senior Manager/General Manager

Date

*Note: Attach objectives or key tasks for the position*

**OBJECTIVES/KEY TASKS**

**Name**

**Position**

- To be given by Manager – Finance & Administration

**Authorizations**

Position Holder's Signature:

Date

Immediate Supervisor's Signature:

Date