



Internal Revenue Commission

## Position Description

### A. POSITION DETAILS

Position Title/ Designation	Assets Officer
Grade/ Classification	IRC 04
Immediate Supervisor/Manager	Manager - Asset
Division/ Section	Corporate Services Division/ Properties & Facilities

### B. PURPOSE

This position reports to the Manager, Asset and will provide asset management support services; to coordinate and monitor status of IRC assets and to ensure operational support services are provided within Government Guidelines and for operational efficiency and improved staff welfare.

### C. ACCOUNTABILITIES

- Support, delivery and ensuring Asset Management Policy & Procedural Manual and Asset Management Framework & Plans and its employees are focus, functional and operational by embracing the core values of quality, productivity, discipline and professionalism.
- Provide the desired level of service across IRC by ensuring physical assets are maintained and is supported financially within a require budget.
- Provide high level of customer services and partnership with stakeholders inside or outside the IRC or contractors or suppliers who require information, assistance, and support.
- Maintain high performance standards, attendance, work ethics and attitude, continuous improvements and diversity with the team, division and across IRC workforce.
- Attend to weekly and monthly coordinated internal and external meetings. Provide weekly reports to Manager Asset Co-ordination.
- Professionally perform any duties as required to maintain consistency and efficiency within the Properties & Facilities Branch and across the IRC.

### D. POSITION AND PERSON SPECIFICATIONS

- Graduated Degree and/or Diploma in Business Management and/Business Administration in focus areas of Asset Management and Operational Support Services.
- Minimum completion of Grade 12
- Recognized Diploma and/or Certificates in any assets management, purchasing and stock controlling or Office Administration with more than five (5) years of work experience would be an advantage
- Minimum of 5 years' experience in a similar environment
- Competent in asset supervision
- Able to handle multi-location facilities environment
- Familiar with stocks and equipment management
- Microsoft suit of Applications: MS Outlook, MS Word, MS Excel, MS Visio knowledge and any computerize office systems