

Director Asset Management at Nairobi City County Public Service Board

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Job Description

Our mission is to provide affordable, accessible and sustainable quality services, enhancing community participation and creating a secure climate for political, social and economic development through the commitment of a motivated and dedicated team.

Job Requirements

Master's and Bachelor's degrees in Finance, Accounting, Economics or any business related field from a recognized institution.

Be in possession of a Transformative Leadership Course/Strategic Leadership Development Programme/Senior Management Course not lasting less than four weeks from a recognized institution.

Must be in possession of Certificate of Proficiency in Insurance.

Must have Ten years of relevant experience.

Trainings and Knowledge on Asset Management and General Insurance will be an added advantage.

Job Responsibilities

Responsible for the management of county's assets, formulation and review of county asset management policies and guidelines, maintenance and updating of county fixed asset register, installation and maintenance of the assets management system and risk management including general insurance for all county assets.

Provide overall leadership, direction and technical assistance on prudent asset management.

Coordinate with other sectors and departments on the formulation and review of the best asset management policy.

Issuance of guidelines on the best asset management systems and on asset accounting to all departments.

Review existing asset management policy, guidelines and plans to ensure best practices in asset management.

Continuously update the county fixed asset register to ensure completeness and accuracy.

Assess and analyze budgetary provisions for assets in all departments to ensure timely replacement, repair and maintenance.

Evaluate the asset management systems for effective and real time identification and monitoring of assets.

Custodian of County Assets Records.

Develop and Review General Insurance Tender Documents Annually.

Ensure Adequate Insurance covers for all Insurable County Assets.

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