



JOB DESCRIPTION

Job Title: Asset Management Officer

Level: 4

Reports to: Corporate Services Manager

Supervises: N/A

Job Summary

The Asset Management & Protection Officer is responsible for management of the organization's facilities, transport fleet and security portfolios to support the effective construction and operation of proposed and existing highway systems.

Duties and Responsibilities

- Inspects physical conditions of facilities, vehicle fleets, and equipment to ensure timely maintenance, repairs, or replacements.
- Collaborates with other departments and locations to support operational plans.
- Monitors lease agreements and service contracts to ensure compliance with requirements.
- Reviews property/equipment insurance for adequacy of coverage and compliance with government guidelines.
- Prepares portfolio reports as required.
- Monitors vehicle servicing data and makes service appointments
- Coordinates the asset disposal exercise as required.
- Analyzes and evaluates security operations to identify risks or opportunities for improvement.
- Assesses risks to mitigate potential consequences of incidents and develops mitigation plan.
- Communicates security status, updates, and actual or potential problems, using established protocols.
- Develops and implement security policies and procedures for facilities and equipment.
- Conducts physical examinations of properties/facilities to ensure safety of personnel
- Liaises with 3rd party service providers (security forces, service providers)

Minimum Qualification & Experience

- Bachelor's degree in Engineering, Management Studies or equivalent qualification.
- At least three (3) years' experience in a construction or project management environment.
- Possession of a valid driver's licence.
- Working knowledge of Microsoft office suite

Required Skills:

- Good oral and written communication skills
- Ability to work as part of a high performance team
- Excellent organizational and problem-solving skills