

Immovable Asset Management

Technical Knowledge + Skills

Competency Cluster	Legislative Environment			
Competency Title	Legislative regulatory framework			
Competency Definition	This is the ability to understand, interpret and implement relevant legislation, policies, regulations, frameworks, standards and guidelines			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	perform immovable asset management activities in compliance with relevant legislation, policies, regulations, frameworks, standards and guidelines	perform immovable asset management activities in compliance with relevant legislation, policies, regulations, frameworks, standards and guidelines	monitor the performance of immovable asset management activities in compliance with relevant legislation, policies, regulations, frameworks, standards and guidelines	manage the performance of immovable asset management activities in compliance with relevant legislation, policies, regulations, frameworks, standards and guidelines
Competency Cluster	Legislative Environment			
Competency Title	Departmental policies and procedures			
Competency Definition	This is the ability to develop and implement relevant departmental policies and procedures			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Immovable asset management policies and procedures Principles of internal control Delegations of authority	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	perform immovable asset management activities in compliance with departmental policies and procedures	perform immovable asset management activities in compliance with departmental policies and procedures	monitor the performance of immovable asset management activities in compliance with departmental policies and procedures	manage the performance of immovable asset management activities in compliance with departmental policies and procedures

	contribute to the development and review of departmental policies and procedures applicable to immovable asset management	develop and review departmental policies and procedures applicable to immovable asset management	manage the development and review of departmental policies and procedures applicable to immovable asset management
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Competency Cluster	Planning			
Competency Title	Development and implementation of the immovable asset management strategy			
Competency Definition	This is the ability to manage the process of developing and implementing the user asset management plan (UAMP)			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
PFMA s27(3)(d); s28(1)(b) Treasury Regulations Ch 5.2.2 (e)(g); 16A7.3; 16A7.4 Strategic and annual performance plans	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	provide input to the development of the user (and custodian) asset management plan for immovable assets	develop the user (and custodian) asset management plan for immovable assets	coordinate and review inputs to the UAMP (and/or C-AMP) from budget statements (ENE) and departmental strategic and operational plans	manage the preparation of the user (and custodian) asset management plan
	implement the user asset management plan	supervise the implementation of the user (and custodian) asset management plan	monitor the implementation of the user (and custodian) asset management plan	manage the implementation of the user (and custodian) asset management plan
			prepare performance assessments of all immovable assets	evaluate the performance assessment reports on immovable assets and report findings to the relevant authority
			investigate and determine the continued existence of known immovable assets	report to the relevant authority on the existence of any immovable assets identified as surplus to requirements
			supervise the annual review of the U-AMP and/or C-AMP	manage the annual review of the U-AMP and/or C-AMP

			ensure that all activities that are associated with common law ownership are executed
		identify surplus immovable assets to be surrendered to the relevant custodian	surrender any surplus immovable assets to the relevant custodian

Competency Cluster	Physical Verification			
Competency Title	Performance and management of the immovable asset physical verification process as per the user asset management plan			
Competency Definition	This is the ability to perform and manage the immovable asset physical verification process as per the user asset management plan			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
PFMA s38(1)(d) Service level agreement with Public Works or implementing agent GIAMA S14	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	investigate and list the immovable assets utilised, controlled and/or managed	supervise the listing of immovable assets utilised, controlled and/or managed	monitor the listing of immovable assets utilised, controlled and/or managed	manage the physical verification process for immovable assets as per the U-AMP

Competency Cluster	Maintenance			
Competency Title	Management of the departmental immovable asset maintenance process			
Competency Definition	This is the ability to manage the departmental immovable asset maintenance process as per the user asset maintenance plan			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
PFMA s38(1)(d) Service level agreement with Public Works or implementing agent	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	investigate and identify immovable assets to be maintained	supervise the investigation and identification of immovable assets to be maintained	monitor the departmental immovable asset maintenance process	manage the immovable asset maintenance process and report to the relevant authority
		implement and support the system for guarantees and warranties	implement and maintain a system for guarantees and warranties	manage a system for guarantees and warranties

Competency Cluster	Reporting			
Competency Title	Performance and management of the monthly, quarterly and annually reporting on immovable asset management			
Competency Definition	This is the ability to manage the monthly, quarterly and annual reporting on immovable assets			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	support the monthly, quarterly and annual reporting on immovable assets	implement and support the monthly, quarterly and annual reporting on immovable assets	monitor and review the monthly, quarterly and annual reporting on immovable assets	manage the monthly, quarterly and annual reporting on immovable assets

Competency Cluster	Safeguarding			
Competency Title	Safeguarding of Immovable Asset Management			
Competency Definition	This is the ability to adequately safeguard immovable assets			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	support the implementation of the process for adequately safeguarding immovable assets	implement the process for adequately safeguarding immovable assets	monitor and review the process of adequately safeguarding immovable assets	manage the process for adequate safeguarding of immovable assets

Competency Cluster	System Utilisation			
Competency Title	Optimal System Utilisation			
Competency Definition	This is the ability to optimally utilise the immovable asset management system			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	capture transactions on the immovable asset management system	implement and support the optimal utilisation of the immovable asset management system	monitor and review the optimal utilisation of the immovable asset management system	manage the optimal utilisation of the immovable asset management system