

Movable Asset Management

Technical Knowledge + Skills

Competency Cluster	Legislative Environment			
Competency Title	Legislative regulatory framework			
Competency Definition	This is the ability to understand, interpret and apply 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 movable asset management activities in compliance with relevant legislation, policies, regulations, frameworks, standards and guidelines	perform movable asset management activities in compliance with relevant legislation, policies, regulations, frameworks, standards and guidelines	monitor the performance of movable asset management activities in compliance with relevant legislation, policies, regulations, frameworks, standards and guidelines	manage the performance of movable asset management activities in compliance with relevant legislation, policies, regulations, frameworks 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
Movable asset management policies and procedures Applicable delegations of authority Departmental asset management strategy	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 movable asset management activities in compliance with departmental policies and procedures	perform movable asset management activities in compliance with departmental policies and procedures	monitor the performance of movable asset management activities in compliance with departmental policies and procedures	manage the performance of movable asset management activities in compliance with departmental policies and procedures

	contribute to the development and review of departmental policies and procedures applicable to movable asset management	develop and review departmental policies and procedures applicable to movable asset management	manage the development and review of departmental policies and procedures applicable to movable asset management
--	---	--	--

Competency Cluster	Planning			
Competency Title	Management of the movable asset management strategy			
Competency Definition	This is the ability to manage the movable asset management strategy and to develop the movable asset management strategic plan			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Public Finance Management Act s27(3)(d); s28(1)(b) Treasury Regulations ch 5.2.3 (e) (g); 16A7.1; 16A7.6; 16A7.7 Strategic and Annual Performance Plan	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:
	implement and provide input to the asset management strategic plan with regard to movable assets, its service potential, replacement thereof, surplus movable assets and acquisitions	supervise the implementation of and provide input to the asset management strategic plan with regard to movable assets, its service potential, replacement thereof, surplus movable assets and acquisitions	coordinate and review line functionary input from budget statements (ENE), the departmental strategic plan and operational/performance plans to inform the movable asset management strategic plan	analyse and manage these inputs to draft the movable asset management strategic plan
	assist in the preparation of a listing of movable assets that require to be purchased or leased to meet the service delivery targets of the programme	prepare a listing of movable assets that require to be purchased or leased to meet the service delivery targets of the programme	consolidate the reports in respect of the service potential of existing and surplus movable assets, and build a database for new movable asset requirements	manage the reports in respect of service potential of existing and surplus movable assets and manage the database for new movable asset requirements
		prepare proposals and projections to inform the movable asset management strategic plan	review and update the proposals and projections to inform the movable asset management strategic plan	manage the proposals and projections to inform the movable asset management strategic plan
			complete the movable asset management strategic plan	manage the movable asset management strategic plan

Competency Cluster	Internal Transfer			
Competency Title	Performance and management of the movable asset internal transfer process			
Competency Definition	This is the ability to perform and manage the movable asset internal transfer process			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Public Finance Management Act s38(1)(d) Supply chain management regulations, policies and procedures Applicable delegations Asset management forms as per policies and procedures	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 a validation on the movable asset transfer form for internal transfer in terms of accuracy and completeness and validity of signature	supervise the validation process and review the request of the movable asset transfer form for internal transfers	monitor the internal transfer of movable assets	manage and authorise the internal transfer of movable assets
	compile a monthly report on the internal transfer of movable assets	supervise the compilation of a monthly report on the internal transfer of movable assets	review the monthly reports on the internal transfer of movable assets	manage quarterly and annual internal transfer reports
		arrange for the movable asset to be transferred either in-house or by use of contractors and monitor the physical internal transfer	manage the physical internal transfer of movable assets	
	maintain the movable asset register	supervise and approve movable asset register updates in respect of internal transfer of assets	monitor and manage the movable asset register updates in respect to internal transfer of assets	

Competency Cluster	External Transfer			
Competency Title	Performance and management of the movable asset external transfer process			
Competency Definition	This is the ability to perform and manage the movable asset external transfer process to and from departments			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Public Finance Management Act s38(1)(d); s42 Treasury Regulations ch 16A7.2	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:
	compile the documentation for the external transfer of movable assets to or from the department	supervise the compilation of the documentation for the external transfer of movable assets to or from the department	engage with the recipient or donor concerning the external transfer of movable assets	manage the process of external transfer of movable assets to or from the department
		arrange for the movable asset to be transferred either in-house or by use of contractors	prepare the notification to the relevant authority in respect of the transfer of movable assets to or from the department	manage the notification to the relevant authority in respect of the transfer of movable assets to or from the department
	perform a physical verification and transfer process on assets externally transferred to and from departments	supervise the physical verification and transfer process on assets externally transferred to and from departments	monitor the physical verification and transfer process on assets externally transferred to and from departments according to the approvals	manage the physical verification and transfer process on assets externally transferred to and from departments according to the approvals
	maintain the movable asset register in respect of transfer to or from the department	supervise and approve movable asset register updates in respect of transfer to and from the department	monitor the movable asset register updates in respect of transfer to and from departments	manage the movable asset register through periodic reviews ensuring transfers of movable assets have been properly accounted for
		liaise with DPW	compile inventory list, verify the assets and prepare the handover certificate	manage the transfer process

Competency Cluster	Physical Verification			
Competency Title	Performance and management of the movable asset physical verification process			
Competency Definition	This is the ability to perform and manage the movable asset physical verification process			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Public Finance Management Act s38(1)(d) Asset verification plan NT AFS preparation guidelines	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 movable asset audit plan	compile the movable asset audit plan	review the movable asset audit plan and/or update the prior year audit plan, and approve commencement of the movable asset audit	manage and approve the movable asset audit plan
	perform a movable asset audit as per the movable asset audit plan and movable asset management policies and procedures	supervise and report on the movable asset audit as per the movable asset audit plan	monitor and report on the movable asset audit as per the movable asset audit plan	evaluate and manage the progress of the movable asset audit
	report on movable asset exceptions, and prepare the necessary correcting transactions (missing, obsolete, damaged, incorrect location, unused etc.)	analyse movable asset audit reports and exception reports ensuring all exceptions are investigated and corrected	review movable asset audit reports and exception reports and resolve any discrepancies and problem areas	manage the periodic reporting process and approve movable asset audit exception reports ensuring that all exceptions are cleared

Competency Cluster	Disposal			
Competency Title	Identification of movable assets to be disposed of and management of the disposal process			
Competency Definition	This is the ability to identify and manage the process for movable assets that are to be disposed by means of sale or donation (excluding transfers)			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Public Finance Management Act s38(1)(d) Treasury Regulations ch 16A7.1; 16A7.6; 16A7.7 Disposal plan for movable assets Disposal methods Disposal policy	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:
	identify movable assets for disposal and inspect movable assets per report to confirm existence and condition of the assets.	supervise the identification process and report on expired/obsolete/damaged movable assets scheduled for disposal	monitor the preparation process for the disposal of movable assets and initiate disposal (per disposal plan) for submission to the delegated authority for approval	manage the evaluation of the disposal plan ensuring its submission to the relevant delegated authority for the disposal of movable assets
			negotiate with the buyer regarding the sale of movable assets to inform the disposal plan	
	compile disposal list	liaise with SCM officers in respect of the logistics relating to the disposal of movable assets and prepare submission for approval	supervise the logistical arrangements for the disposal of movable assets according to the delegation of authority	manage the logistical arrangements for the disposal of movable assets according to the disposal committee
	record and perform the disposal of movable assets according to approved disposal plan	supervise the recording and disposal process and report as per the approved disposal plan	monitor the recording and disposal process and report as per the approved disposal plan	synergise the movable assets disposal process according to the approved disposal plan
			prepare the bi-annual/ annual disposal of movable asset report per disposal plans	manage the bi-annual/annual reporting arrangements on the disposal of movable assets in accordance with disposal plans
		liaise on the receipt of monies for the sale of movable assets	verify the receipt of monies for the sale of movable assets	

	advise on and monitor the recording of the sale of movable assets in the financial system	verify the receipt of monies for the sale of movable assets	
	coordinate and contribute to the accounting treatment in respect of the disposal or letting of assets	ensure that the asset register is updated with the disposal information	
		identify appropriate disposal methodologies	advise on appropriate disposal methodologies

Competency Cluster	Maintenance			
Competency Title	Initiation and management of the movable assets maintenance process			
Competency Definition	This the ability to initiate and manage the movable assets maintenance process			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Public Finance Management Act s38(1)(d) Annual maintenance plan for movable assets Asset management forms as per policies and procedures	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:
	identify movable assets for maintenance (expired, obsolete, damaged, useful life, etc.), whether routine or through movable asset audit, and determine current warranties	schedule feasibility inspections and prepare maintenance proposal for assets identified through the audit, and routine maintenance	manage the maintenance of movable assets and the mode of maintenance including current warranties, according to delegation of authority	oversee the maintenance of movable assets and mode of maintenance including warranties according to delegation of authority
	initiate and facilitate the maintenance process of movable assets	supervise and report on the maintenance of movable assets including following up outstanding movable assets that have been sent out to be maintained	review and report on content of monthly reports from maintenance technicians/contractors	manage quarterly and annual maintenance process

capture transfer (sent for maintenance) and return of movable asset on movable asset register	review and sign off completion documentation of maintenance of movable assets	monitor and review the cost effectiveness of departmental maintenance activities, processes and policies	manage and report on the cost effectiveness of departmental maintenance activities, processes and policies
		compile action plan for continued maintenance or cessation of assets	manage the action plan for continued maintenance or cessation of assets
N/A	support the implementation and maintenance of a system for guarantees and warranties	implement and maintain a system for guarantees and warranties	manage a system for guarantees and warranties

Competency Cluster	Leasing			
Competency Title	Performance and management of the leasing process for movable assets			
Competency Definition	This is the ability to perform and manage the leasing process for movable assets			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
PFMA s66(1); s67 Treasury Regulations ch 13.2 & 16A.7 Lease contracts Maintenance contracts Types of leases Total life cycle costing	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:
	validate the requisition for movable leased assets for accuracy and completeness.	review the requisition for movable leased assets, and investigate over utilisation or availability of under utilised or unutilised movable assets and movable leased assets	evaluate the merits of the request and initiate the leasing of movable assets (operating vs finance lease; underutilised, unutilised or over utilised movable assets)	provide guidance to programme managers on the cost effectiveness of leasing options available, and review requisitions and initiation of leasing of movable assets for submission to the relevant authority
	perform the movable leased asset recording process for identification and accounting purposes with receipt of the asset (leased asset register)	supervise and review the movable leased asset recording process for the identification and accounting for the received asset	monitor the movable leased asset recording process for the identification and accounting for the received asset	manage the lease maintenance recording process

investigate and report annually on underutilised, unutilised and over utilised movable leased assets	review annual report of underutilised, unutilised and over utilised movable leased assets.	review annual report of underutilised, unutilised and over utilised movable leased assets, including expiring contracts and develop action plan	
	develop an action plan for under utilised, unutilised and over utilised movable leased assets	implement action plan for underutilised, unutilised and over utilised movable leased assets	manage action plan for underutilised, unutilised and over utilised leased assets
assist with the compilation of registers or lists of lease commitments	compile registers or lists of lease commitments	supervise, monitor and review the compilation of lease commitments	ensure that lease commitments are accurately disclosed in the AFS
		ensure, in cases where assets are acquired by finance leases, that the information is recorded in the asset register	

Competency Cluster	Safeguarding			
Competency Title	Facilitation and management of the safeguarding of movable assets			
Competency Definition	This the ability to facilitate the safeguarding of movable assets against theft, mismanagement and damage			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Public Finance Management Act s38(1)(d) Treasury Regulations Ch 10.1.1 (a) & 16A Applicable occupational health and safety regulations Minimum Information and Security Standards (MISS)	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:
	assist in assessing the security of the environment	assess the security of the environment and prepare report on findings	review report on assessment of the security of the environment and make recommendations	engage and provide inputs into the security plan in respect of movable assets

	assist in the implementation of the security plan in respect of movable assets	monitor compliance with the implementation of the security plan in respect of movable assets	evaluate and report on the implementation of the security plan in respect of movable assets	manage the implementation of the security plan in respect of movable assets
Competency Cluster	Safeguarding			
Competency Title	Safeguarding of movable asset management information			
Competency Definition	This is the ability to adequately safeguard movable asset management information			
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:
	safeguard movable asset information	implement safeguarding procedures for movable asset information	monitor and review the adequacy of safeguarded movable asset management information	manage the safeguarding of movable asset management information

Competency Cluster	Theft and Losses			
Competency Title	Facilitation of the recording of the theft, loss, damage or mismanagement of movable assets			
Competency Definition	This is the ability to facilitate the recording of the theft, loss, damage or mismanagement of movable assets			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Public Finance Management Act s38(1)(c)(ii); s40(2)(b) Treasury Regulations Ch 10.1.1 (a); 11; 12; 28.2.1 Loss control policies and procedures Delegation of authority to write-off losses	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:
	record the theft, loss, damage or mismanagement of the movable asset on the asset register	supervise the updating of the asset register	review and monitor reports of movable assets subject to theft, loss, damage or mismanagement	oversee and report on theft, loss, damage or mismanagement of movable assets to the relevant authority

	monitor and report on whether movable assets cases subject to theft, loss, damage or mismanagement have been resolved	prepare reports on movable assets subject to theft, loss, damage or mismanagement for recording in the annual financial statements	manage information disclosure process on movable assets subject to theft, loss, damage or mismanagement in the annual financial statements
	update the loss control register		

Competency Cluster	System Maintenance			
Competency Title	Maintenance of the movable asset register			
Competency Definition	This is the ability to maintain the movable asset register			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Treasury Regulations Ch 10.1.2 Annual Financial Statement template Information technology disaster recovery plan Economic Reporting Format Standard Chart of Accounts Asset management system	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:
	maintain master files in compliance with minimum requirements of the movable asset register and system	supervise the maintenance of the master files in compliance with minimum requirements of movable asset register and system	monitor the creation and maintenance of master files in compliance with minimum requirements of movable asset register and system	manage the maintenance of the movable asset management register and system
		resolve discrepancies and prepare correction journal entries with regard to movable assets and update movable asset register accordingly	certify the correction journal and review update of movable asset register	
		perform the monthly and annual government accounting system movable asset register reconciliation	monitor and review the monthly reconciliations between the accounting system and the movable asset register and facilitate the resolution of discrepancies	manage the monthly and annual movable asset reconciliation process

		prepare information on movable assets for disclosure in the annual financial statements	verify and validate information on movable assets for disclosure in the annual financial statements
--	--	---	---

Competency Cluster	Reconciliation			
Competency Title	Reconciliation of the asset register			
Competency Definition	This is the ability to reconcile the asset register to the general ledger			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Reconciliation of asset as per Asset Management Framework Asset management system Accounting system		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 the asset reconciliation	supervise the asset reconciliation	manage the asset reconciliation process
		identify reconciliation discrepancies	resolve reconciliation discrepancies	

Competency Cluster	Reporting			
Competency Title	Reporting on movable assets			
Competency Definition	This is the ability to report monthly, quarterly and annually on movable assets			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
AFS Preparation Guide Ch.9		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:
		prepare movable asset management reports	supervise the preparation of movable asset management reports	manage movable asset management reporting
		collate information for disclosure in the AFS	prepare disclosure notes for the AFS	manage the disclosure of movable assets in the AFS

Competency Cluster	System Utilisation			
Competency Title	Optimal system utilisation			
Competency Definition	This is the ability to optimally utilise the movable 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 movable asset management system	review transactions on movable asset management system	monitor and review transactions captured on the movable asset management system	manage the optimal utilisation of the movable asset management system