



OFFICE OF PUBLIC PROCUREMENT DEPARTMENT

JSS ASSET MANAGEMENT WORK PLAN FOR THE YEAR 2023. FROM 1ST JANUARY 2023 – 31ST DECEMBER 2023.

Date: 5th December, 2022

S/N	MINISTRY/AGENCY	Start From	End to	Action Plan
1	Ministry of Interior, Education, Fisheries and Livestock	1 st January, 2023	19 th January, 2023	Record Ministry of Interior, Education Fisheries and Livestock Assets, such as Vehicles, Furniture, ICT and Machinery & Equipment and then situate JSS AMS.
2	Ministry of Health, Public works, Environment and Agriculture	21 st January 2023	9 th February, 2023	Count the Stated Ministries/Agencies Assets such as Vehicles, Furniture, ICT and machinery & equipment and then situate JSS AMS.
3	Ministry of Transport and Port, Transport and Aviation Telecommunication, Youth and Sports	11 th February, 2023	2 nd March 2023	Register and reconcile the Ministries/Agencies Assets, such as Vehicles, Furniture, ICT and Machinery & Equipment and then put JSS AMS.



4	Justice and Religion Affairs, Auditor General, Judiciary service, Attorney General and CSC.	4 th March, 2023	23 rd March 2023	Tally the Mentioned Ministries/Agencies Assets, such as Vehicles, Furniture, ICT & Machinery and Equipment and then situate JSS AMS.
7	Finance & Economic Development, Planning & International Cooperation, Water & Energy, Trade & Industries.	25 th March, 2023	13 th April, 2023	Tally the Stated Ministries/Agencies Assets, such as Vehicles, Furniture, ICT & Machinery and Equipment and then locate JSS AMS.
8	Petroleum and Minerals, Humanitarian and Disaster Management & Women and Human right	15 th April 2023	4 th May, 2023	Tally all the Ministries/Agencies Assets, such as Vehicles, Furniture, ICT & Machinery and Equipment and then situate JSS AMS.
9	State Presidency, Labor, Parliament and Jubbaland State Electoral Commission	6 th May, 2023	25 th May, 2023	Tally the Mentioned Ministries/Agencies Assets, such as Vehicles and Land then situate JSS AMS.
10	All JSS MDAs	27 th May,	14 th June,	Prepare General



		2023	2023	Asset Inventory Report for All JSS/MDAs
11	All JSS MDAs	24 th June, 2023	24 th August, 2023	Prepare General Asset Disposal Report for All JSS/MDAs

For the office of Director General

Signature

Designation

Date _____

For the Office Procurement & Asset Director

Signature

Designation

Date _____

