

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER
Filled	

A. JOB INFORMATION SUMMARY

JOB TITLE	Assistant Manager: Budget Management
CORE	Health & Administrative Personnel
JOB LEVEL	Level 9
DATE	
LOCATION	Bisho
COMPONENT	
POST REPORT TO	Manager
JOB CLASSIFICATION CODE	Middle Management

B. HIERARCHICAL POSITION OF POST

<p>Manager Assistant Manager</p>
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C. JOB PURPOSE (Linked to Strategic Plan)

To provide support to the Departmental programmes in relation to the implementation of budget and to monitor efficiency and effectiveness of expenditure processing thereof.

D. MAIN OBJECTIVES (Key performance area (KPA's)

	MAIN OBJECTIVES	%
1	<p>Apply for rollovers</p> <ul style="list-style-type: none"> • Extract expenditure control commitment report to determine if there are any savings left from the previous financial year. • Submit a written letter to Provincial Treasury requesting the rollovers of funds and stating the amount to be rolled over from the last financial year's budget. 	5
2	<p>Implement budget guidelines and format workshop</p> <ul style="list-style-type: none"> • Conduct workshop on budget guidelines and budget formats for districts which assist them in planning for the on coming financial year. • 	15
3	<p>Verification of expenditure against allocated budgets of institutions Exercise cash-flow management for the institutions Monitor expenditure trends Render support services relating to expenditure management Assist in developing, maintaining and review internal policies and procedures Implement internal controls and procedures Do risk auditing on all payments made by institutions under Departmental ambit. Give review report on all expenditures in order to ensure that all payments fall within the budget Give reports on overspending and under-spending</p>	25
4	<p>Advise Programme Managers on budget processes</p> <ul style="list-style-type: none"> • Provide Programme Managers with indicative budgetary figures • Assist Programme in activity based costing according to their economic 	25

	Classification as per their operational and procurement plans <ul style="list-style-type: none"> • Cost the final figures to be submitted to Treasury for approval • Printing of financial reports for budget utilisation 	
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E. DIMENSIONS OF THE POST

PERSONNEL BUDGET	EQUIPMENTS VALUE	STORES VALUE	BUILDING BUDGET

F. PERFORMANCE STANDARDS & INDICATORS (Based on main objectives)

Performance standard (measurable outputs / end results) MAIN OBJECTIVES	Indicator (Indicating how well / if standards were achieved)
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G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Assistant Director	Report on progress / planning input	<ul style="list-style-type: none"> • Monthly reports • Implementation of relevant policies • Render Related services • Service reports • Routine reports and notes • Protocols
ECDOH staff/ colleagues	Teamwork, liaising, information-sharing to optimize health Policies services rendered Good communication Feedback, referrals	<ul style="list-style-type: none"> • Routine memos and notes • Technical guidelines • Statistics
Multi disciplinary staff members	Using multidisciplinary team to render support to the Geriatric management, Co-operation, support, referral	<ul style="list-style-type: none"> • Referral reports / file notes • Regular meetings minutes

H COMPETENCY PROFILE

Knowledge	Skills	Personal attributes	Learning field
Knowledge of Public Health Management and Public Service Legislation, Regulations and Policies.	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Policy Formulation Skills	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive; compassion, empathy, patience	Understanding of the relevant Acts/prescripts and legislations
Knowledge in the application of Public Health and DSPN Policies	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Analytical thinking,	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive compassion, empathy, patience;	National Diploma in Health Science Qualification (3yrs) Three to Five years experience required Training in ethics Ability to collect and collate data Demonstrative ability to apply health for planning, ability to work under pressure; Continuous professional and ethical behavior

I. INDIVIDUAL DEVELOPMENT PROGRAMME (PRIORITY)

**** IT WOULD DEPEND ON THE INDIVIDUAL DEVELOPMENT PRIORITIES

J. CAREER PATHING

J.1 PROMOTION TO THE NEXT HIGHER POST

1. Next higher post : Deputy Director
2. Nature of work in next higher post: -As required in the higher post

K. AMENDMENTS TO THE JOB DESCRIPTION

- The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she deem reasonable in terms of changes in the job content in line with the strategic objectives of the Department, after due consideration with the postholder.

L. PERFORMANCE INSTRUMENTS

- The performance instrument of the postholder, should be read as an extension of this job description.

M. JOB DESCRIPTION AGREEMENT

- We, the undersigned agree that the content of the completed Job Description/Job Model gives an accurate outline and picture of the job as expected from the incumbent in this job:

SUPERVISOR: Deputy Director	JOB INCUMBENT: Vacant
RANK: Assistant Director	RANK:
DATE:	DATE:
ACCEPTED	SIGNATURE:
Additional comments/proposed time of revision of this job description: - only if there are changes in the job content.	
Date of revision:	