

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER

A. JOB INFORMATION SUMMARY

JOB TITLE	Assistant Manager: NGO Payment
CORE	Financial & Administrative Support 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 ensure that all NGO's and NPO's are paid timeously and ensure compliance with the relevant prescripts.

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

	MAIN OBJECTIVES	%
1	<p>Ensure the correct amounts are paid to NGO's timeously</p> <ul style="list-style-type: none"> • Verify the claims captured on the system by State Accounts for correctness and completeness. • Reconcile the claims received from area Offices with claims captured on the system. • Check the monthly reconciliation of claims paid • Monitor and follow-up on rejected payments • Monitor and follow-up year end accruals 	25
2	<p>Liase with NPO's & NGO's.</p> <ul style="list-style-type: none"> • Arrange workshops for NGO's to verify existence and compliance with legislation. • Attend to all NGO queries • Inform NGO's of any changes in the NGO payment module. 	25
3	<p>Ensure that all payments have complete supporting documentation</p> <ul style="list-style-type: none"> • Ensure that all supporting documents for payments are filed. • Check completeness of supporting documents for periodical payments. 	25

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)
Ensure the correct amounts are paid to NGO's timeously	•
Liaise with NPO's & NGO's.	•
Ensure that all payments have complete supporting documentation	•

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Manager	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
Departmental staff/ colleagues	Teamwork, liaising, information-sharing to optimize NGO Payment 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 NGO Payment, 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 Service 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 Payment Systems & 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 the relevant Qualification (3yrs) Three to Five years experience required Training in ethics Ability to collect and collate data Demonstrative ability to apply payment 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 : Manager
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:	JOB INCUMBENT: Vacant
RANK: Manager	RANK: Assistant Manager
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:	