

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER

A. JOB INFORMATION SUMMARY

JOB TITLE	Assistant Manager: Financial Planning
CORE	Economic Advisory and Support Personnel
JOB LEVEL	Level 9
DATE	June 2009
LOCATION	Bisho
COMPONENT	Financial Planning & Budgeting
POST REPORT TO	Assistant Director
JOB CLASSIFICATION CODE	Middle Management

B. HIERARCHICAL POSITION OF POST

Manager Assistant Manager State Accountant
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C. JOB PURPOSE (Linked to Strategic Plan)

To monitor and compile Departmental Budget.

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

	MAIN OBJECTIVES	%
1	Planning and organizing of budget	40%
2	Allocate and ad adjustment of budget	20%
3	Drive the MTF and annual budget process	20%
4	Ensure integration and synergy of budget priorities	20%

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)
Planning and organizing of budget	<ul style="list-style-type: none"> • Budget Reports
Allocate and ad adjustment of budget	<ul style="list-style-type: none"> • Adjustment Estimates
Drive the MTF and annual budget process	<ul style="list-style-type: none"> • Budget Reports
Ensure integration and synergy of budget priorities	<ul style="list-style-type: none"> • Budget Book

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 Financial services • Service reports • Routine reports and notes • Protocols
ECDOH staff/ colleagues	Teamwork, liaising, information-sharing to optimize Financial 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 Financial 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
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Knowledge of Public Finance 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, Accounting 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 Accounting Computer Systems	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Analytical thinking, Accounting skills	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive compassion, empathy, patience;	National Diploma with Accounting Qualification (3yrs) Two to Five years experience required Training in ethics Ability to collect and collate data Demonstrative ability to apply finance 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 : Assistant 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: Pylman	JOB INCUMBENT: Mr. Mkhuthukana
RANK: Assistant Director	RANK: State Accountant
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:	