

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER

A. JOB INFORMATION SUMMARY

JOB TITLE	Assistant Manager: HR Records Management
CORE	HR Related and Support Personnel
JOB LEVEL	Level 9
DATE	20 June 2009
LOCATION	Bisho
COMPONENT	HRA
POST REPORT TO	Manager: HR Records
JOB CLASSIFICATION CODE	Middle Management

B. HIERARCHICAL POSITION OF POST

Manager Assistant Manager

C. JOB PURPOSE (Linked to Strategic Plan)

Maintain the safekeeping of Human Resources records

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

	MAIN OBJECTIVES	%
1	Disposal of old Provincial HR records according to the provincial Archives Act. <ul style="list-style-type: none">• Sorting and recording of all inactive records according to their ages for the whole Province.• Apply for the disposal authority from the Records Manager.• Facilitate the referral of the destruction of documents application to the Provincial Archives.	30
2	Managing the leave register for the whole province. <ul style="list-style-type: none">• Receiving the leave forms, printouts and the attendance registers from various districts and the provincial Office.• Verify whether the leave forms do tally with attendance register and the PERSAL printouts.• Verify if the leave forms are authentic or not and afterwards the forms are filed in the employee's files.	15
3	Attending the Auditor General's queries. <ul style="list-style-type: none">• Receiving of requests from the above-mentioned office.• Delegate subordinates to draw the requested files.	20

	<ul style="list-style-type: none"> • Confirm if the files do meet the National minimum standard and subsequently submit to the AG's Office. 	
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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)	Indicator (Indicating how well / if standards were achieved)
MAIN OBJECTIVES	
Disposal of old Provincial HR records according to the provincial Archives Act.	<ul style="list-style-type: none"> • No. of Disposed
Managing the leave register for the whole province.	<ul style="list-style-type: none"> • No of leave forms captured and filed
Attending the Auditor General's queries.	<ul style="list-style-type: none"> • No of queries attended

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Assistant 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 Records Management 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 Records 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 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 service related systems	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 Related Qualification (3yrs) Two 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 : 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:
RANK: Manager	RANK: Assistant Manager
DATE:	DATE:
ACCEPTED	SIGNATURE:
<p>Additional comments/proposed time of revision of this job description:- only if there are changes in the job content.</p> <p>Date of revision:</p>	