

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER
FILLED	

**A. JOB INFORMATION SUMMARY**

JOB TITLE	Assistant Manager: Inventory Management
CORE	
JOB LEVEL	Level 9
DATE	
LOCATION	Bhisho
COMPONENT	Supply Chain Management
POST REPORT TO	Manager
JOB CLASSIFICATION CODE	Middle Management

**B. HIERARCHICAL POSITION OF POST**

<p>Manager  <b>Assistant Manager</b></p>
--

**C. JOB PURPOSE (Linked to Strategic Plan)**

To ensure the overall management of departmental inventory .

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

	MAIN OBJECTIVES	%
1	<ul style="list-style-type: none"> <li>○ Responsible for the formulation and development of policies relating to the department</li> <li>○ Gather information and analyse trends</li> <li>○ Compile reports and advise the management</li> <li>○ Make draft proposals to policy or propose amendments so as to suit situational circumstances.</li> </ul>	
2	<p>Provision of total quality assurance by ensuring the following:</p> <ul style="list-style-type: none"> <li>○ Development of quality standards</li> <li>○ Measurement of quality indicators</li> </ul>	
3		
4		

**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)
	•
	•
	•
	•

**G. OUTPUTS PROFILE**

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

## 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:	