

JOB DESCRIPTION/JOB MODEL

NAME:	

A. JOB INFORMATION SUMMARY

JOB TITLE	Assistant Manager: Salaries
CORE	Financial & Administrative Support Personnel
JOB LEVEL	Level 9
DATE	22 June 2009
LOCATION	Bisho
COMPONENT	Financial Control Services
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 render salary administration services

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

	MAIN OBJECTIVES	%
1	<p>Interpret and monitor implementation policies with regard to Salary Administration.</p> <ul style="list-style-type: none"> ○ Recommend minor changes to policy ● 	30%
2	<p>Facilitate training and development.</p> <ul style="list-style-type: none"> ● Identify training needs and attend to request for training. ● Conduct workshops and in service training on salary administration. 	20%
	<p>Authorise salary related payments on PERSAL and BAS.</p> <ul style="list-style-type: none"> ○ Countersign payment documents ○ Maintain records. ○ Verify authenticity of supporting documents ○ Authorise all manually and electronically payments on PERSAL & BAS 	
	<p>Monitoring and implementation of audit measures.</p> <ul style="list-style-type: none"> ○ Check procedures and documentation. 	
	<p>Control exceptional reports.</p> <ul style="list-style-type: none"> ○ Check discrepancy and inconsistency for amendment. ○ Distribute reports to the relevant people after a run on PERSAL. 	

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)
Interpret and monitor implementation policies with regard to Salary Administration.	<ul style="list-style-type: none"> • Workshops • Information sessions
Facilitate training and development	<ul style="list-style-type: none"> • Number of trainings attended
Authorise salary related payments on PERSAL and BAS.	<ul style="list-style-type: none"> • Salary Payments
Monitoring and implementation of audit measures.	<ul style="list-style-type: none"> • Audit interventions
Control exceptional reports.	<ul style="list-style-type: none"> • Reports

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 salary 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 salary 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 Accounting Computer 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 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:Ms. F.P. Ncunyana	JOB INCUMBENT: Ms. M.N. Manikivana
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:	