

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER

A. JOB INFORMATION SUMMARY

JOB TITLE	Assistant Manager
CORE	Human Resources & Administrative Personnel
JOB LEVEL	Level 9
DATE	April 2009
LOCATION	Bisho
COMPONENT	Human Resources
POST REPORT TO	Manager
JOB CLASSIFICATION CODE	Middle Management

B. HIERARCHICAL POSITION OF POST

<p>Manager Assistant Manager</p>

C. JOB PURPOSE (Linked to Strategic Plan)

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

	MAIN OBJECTIVES	%
1	<p>Implement HR policies related to Staff provisioning.</p> <ul style="list-style-type: none"> • Prepare advertisements according to the availability of posts on approved organogram. • Communicate with HR Planning and Organisational Development and Persal components with regard to approved organogram. • Liase with Service Providers as to advertisements. • Attend to draft advertisements submitted by institutions for finalisation. • Verify availability of funds and signatures to ensure payment to Prepare for selection process. • Type master listing of candidates. • Arrange panelists for short listing and interviewing of candidates. • Recommend Head Office appointments of successful candidates. 	25
2	<p>Take care of personnel registry for Head Office.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that there are four files created for each employee. <input type="checkbox"/> Develop system for proper recording of incoming correspondence and distribution of correspondence to various institutions. 	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)
Implement HR policies related to Staff provisioning.	<ul style="list-style-type: none"> Cases attended
Verify availability of funds and signatures to ensure payment to prepare for selection process.	<ul style="list-style-type: none"> Cases attended
Maintain personnel registry for Head Office.	<ul style="list-style-type: none">

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 health Policies 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 Geriatric 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 Departmental core business 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 departmental and HR 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;	Relevant Qualification Three to Five years experience required Training in ethics Ability to collect and collate data Demonstrative ability to apply Social 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:
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:	