

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER

A. JOB INFORMATION SUMMARY

JOB TITLE	General Manager:Corporate
CORE	Health & Administrative Personnel
JOB LEVEL	Level 14
DATE	
LOCATION	Bisho
BRANCH	Operations
POST REPORT TO	Deputy Director General
JOB CLASSIFICATION CODE	Senior Management

B. HIERARCHICAL POSITION OF POST

Deputy Director General General Manager

C. JOB PURPOSE (Linked to Strategic Plan)

To provide strategic leadership to the Branch in line with the vision and mission of the department

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

	MAIN OBJECTIVES	%
1	Drive the strategic planning and implementation process of all components under his/her control and management	
2	Manage corporate services related projects <ul style="list-style-type: none"> • Ensure coordination and monitoring of corporate services and related projects • Ensure management of Human Resources Administration and Planning • Ensure the management of Human Resource capacity Development and Organisational Development • ensure the management of Employee relations and Employee health and awareness • Ensure the co-ordination of strategic planning and policy development. • Ensure management of public relations and communication 	
3	Manage Human Resource Administration and Planning <ul style="list-style-type: none"> • Ensure development and implementation of Human Resource Plan • Ensure the management of HR Information system • Ensure the rendering of recruitment and selection 	

	<ul style="list-style-type: none"> • Ensure coordination of conditions of services and remuneration • Ensure safe keeping of personnel records 	
4	<p>Ensure sound public relations and communication services</p> <ul style="list-style-type: none"> • Management of public relations and communication • Management of communication strategy • Ensure the development of communication strategy 	
5	<p>Ensure formulation and development of Policies and Strategic planning</p> <ul style="list-style-type: none"> • Ensuring the development of policies • Ensuring development of departmental strategic plans and reports • Ensuring that the regulations framed under the regulations promulgated under the various Acts are captured in daily operations • Ensure that norms and standard and practices are adhered to • Ensure the monitoring and evaluation of all programmes • Ensuring the quality assurance of all programmes in the department 	
6	<p>Management of Human Resources capacity Development and Organisational Development</p> <ul style="list-style-type: none"> • Ensuring management of Human Resources Development • Ensuring management and implementation of PMDS • Management of organizational Development and designs 	
7	<p>Management of Employee relations and employee health and wellness</p> <ul style="list-style-type: none"> • Management of employees relations • Management of collective bargaining • Ensuring Quality of work and life management • Ensuring Health and safety programmes 	

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	
Drive the strategic planning and implementation process of all components under his control and management	<ul style="list-style-type: none"> • Strategic planning implemented
Manage corporate services related projects	<ul style="list-style-type: none"> • Corporate services and related projects coordinated & monitored • Human Resources Administration and Planning managed • Human Resource capacity Development and Organisational Development • Employee relations and Employee health and awareness managed • strategic planning and policy development properly managed • public relations and communication strategies implemented correctly
Manage Human Resource Administration and Planning	<ul style="list-style-type: none"> • Human Resource Plan available • HR Information system • recruitment and selection implemented correctly • conditions of services and

	renumeration available
Ensure formulation and development of Policies and Strategic planning	<ul style="list-style-type: none"> • Strategic plan implemented • Policies developed • Regulations captured on daily operations • Adherence to norms and standards and practices
Ensure sound public relations and communication services	<ul style="list-style-type: none"> • Public Relations & media interaction • Designs and layout produced • Corporate image of the Dept promoted • Branding of the Department • Promotional and Corporate Merchandise and Corporate gifts • Website content managed
Management of Human Resources capacity Development and Organisational Development	<ul style="list-style-type: none"> • Availability of job description database • PMDS implemented • Training & bursaries available
Management of Employee relations and employee health and wellness	<ul style="list-style-type: none"> • employees relations • collective bargaining • Quality of work and life management • Health and safety programmes

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Senior 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

		<ul style="list-style-type: none"> • Protocols
staff/ colleagues	Teamwork, liaising, information-sharing, 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 Public Service Legislation, Regulations and Policies.	Public Administration, Public Service Legislation, International Relations, Management of Diversity, Administration support to political bearers	Functioning of the National, Provincial and Local governments and more especially at strategic level management, Responsiveness; Pro-activeness; Professionalism;	Understanding of the relevant Acts/prescripts and legislations
Knowledge in the application of Public and Human Resource Management Systems	Programme and project management, Strategic leadership, Business and Public sector financial and people management, Corporate management abilities, Organizing,	Functioning of the National, Provincial and Local governments and more especially at strategic level management Responsiveness; Pro-activeness; Professionalism;	Degree/ National Diploma in Health Related field Six to ten years appropriate managerial experience required Training in ethics Demonstrative ability

	Planning, Communication, Problem solving and analysis		to apply health for planning, ability to work under pressure; Continuous professional and ethical behavior
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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 General
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: Deputy Director General	RANK: General 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: