

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER
Vacant	

A. JOB INFORMATION SUMMARY

JOB TITLE	General Manager: Information Management
CORE	Health & Administrative Personnel
JOB LEVEL	Level 14
DATE	
LOCATION	Bisho
BRANCH	Chief Operations Office
POST REPORT TO	COO
JOB CLASSIFICATION CODE	Senior Management

B. HIERARCHICAL POSITION OF POST

Deputy Director General General Manager

C. JOB PURPOSE (Linked to Strategic Plan)

To integrate and coordinate information in the Department

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

	MAIN OBJECTIVES	%
1	Provide strategic leadership to the Branch in line with the vision and mission of the department	
2	Manage documents and facilitate access to departmental knowledge ⇒ ensure management of records and documents ⇒ ensure facilitation of access to departmental knowledge	
3	Manage information systems ⇒ ensure management of health information systems ⇒ ensure management of information i.t.o BAS and PERSAL ⇒ Ensure provision of reports regarding HIMS ⇒ Ensure maintenance of data base on HIM ⇒ Management of information disseminated to users and stakeholders ⇒ Ensure coordination and monitor use of information in the department	
4	Manage information Technology Services ⇒ Ensure development of Policies in respect of Information Technology Services ⇒ Drive the strategic planning and implementation process of information Technology Service between the department	

	<p>and SITA</p> <ul style="list-style-type: none"> ⇒ Ensure control of business and service level Agreements with SITA and other IT suppliers ⇒ Ensure provision of office automation services ⇒ Ensure development and maintenance of Information Technology System 	
5	<p>Develop and manage planning information</p> <ul style="list-style-type: none"> ⇒ Management of development of policies and guidelines ⇒ Management and analyses of establishment of planning information of spatial relationships between health role players and resource allocation ⇒ Provision of advisory services to the management regarding GIS ⇒ Management, designing and processing of information on suitable geographic maps 	
6	<p>Ensure effective and efficient management of the HR information (PERSAL) system</p> <ul style="list-style-type: none"> ⇒ Maintenance of organizational establishment on PERSAL ⇒ Manage rendering of effective capacity building functions and support ⇒ Monitor effective management and controlling of all PERSAL related functions ⇒ Ensure compliance of NIMR 	
7	<p>Ensure effective and efficient utilization and management of human, physical and financial resources of the Chief Directorate, in accordance with applicable legislation and policies</p>	
8	<p>Strengthen professionalism and build management capacity within the Chief Directorate</p>	

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)
Provide strategic leadership to the Branch in line with the vision and mission of the department	<ul style="list-style-type: none"> • Strategic leadership provided
Manage documents and facilitate access to departmental knowledge	<ul style="list-style-type: none"> • Records and documents managed • Access to departmental knowledge
Manage information systems	<ul style="list-style-type: none"> • Health information systems managed • BAS and PERSAL information managed • HIMS reports provided • HIM data base maintained • Information coordinated and monitored
Manage information Technology Services	<ul style="list-style-type: none"> • Policies developed • Strategic planning between Department and SITA • Business controlled • Office automation provided • Information Technology System developed & maintained
Develop and manage planning information Management, designing and processing of information on suitable geographic maps	<ul style="list-style-type: none"> • Policies and guidelines in place • Analysis of planning information • Advisory services provided regarding GIS • Managed, designed and processed information
Ensure effective and efficient management of the HR information (PERSAL) system	<ul style="list-style-type: none"> • Organizational establishment maintained • Capacity building functions

	<p>rendered</p> <ul style="list-style-type: none"> • PERSAL functions managed and controlled • NIMR compliance
Ensure effective and efficient utilization and management of human, physical and financial resources of the Chief Directorate, in accordance with applicable legislation and policies	<ul style="list-style-type: none"> • All resources managed
Strengthen professionalism and build management capacity within the Chief Directorate	<ul style="list-style-type: none"> • Capacity building of managers • Professionalism strengthened

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 • Protocols
ECDOH 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 Information Management Systems	Programme and project management, Information Technology, Strategic leadership, Business and Public sector financial and people management, Corporate management abilities, Organizing, Planning, Communication, Problem solving and analysis	Functioning of the National, Provincial and Local governments and more especially at strategic level management Responsiveness; Pro-activeness; Professionalism;	Degree/ National Diploma in IT Six to ten years appropriate managerial experience required Training in ethics 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 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:	