

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER

A. JOB INFORMATION SUMMARY

JOB TITLE	Deputy Director: Corporate Services
CORE	Admin Related & Support Personnel
JOB LEVEL	Level 12
DATE	June 2013
LOCATION	Various
COMPONENT	District Office
POST REPORT TO	District Manager
JOB CLASSIFICATION CODE	Middle Management

B. HIERARCHICAL POSITION OF POST

Director Deputy Director Assistant Director
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C. JOB PURPOSE (Linked to Strategic Plan)

To provide corporate services management services.

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

	MAIN OBJECTIVES	%
1	<p>To manage and facilitate the provision of information communication and technology management services in the District Office.</p> <p>Provide and facilitate ICT infrastructure and ooperational support services. Provide and maintain ICT administrative systems and ensure data integrity. Conduct ICT research and advise the district on ICT nneeds and requirements. Provide ICT Internal Security Provide records management services.</p>	%
2	<p>To manage and facilitate the provisioning of human resources management services in the District Office</p> <p>Provide human resource administration Services and facilitate recruitment services. Provide and facilitate performance management and development services. Provide and facilitate labour relations management support services. Provide and facilitate employee, health and wellness support services. Provide and coordinate training and skills development support services.</p>	%
3	<p>To Provide Records management services</p> <p>Implementation and monitoring of records and file plan for the District Implementation of information archiving and disposal services Monitor compliance with Archives Act Implementation of transversal policies related to document centres.</p>	%
	<p>To manage the provision of communication and events management services in the District Office.</p> <p>Provide internal and external communication services. Provide events management services. Contribute to the content for develop and maintenance of departmental website. Provide publication and photo journalism services. Provide customer care services</p>	
	<p>To ensure safeguarding of government property under the districts</p> <p>Ensure access control around premises. Conduct security investigations regarding physical security. Manage and control office keys and combinations. Ensure physical searches on persons and vehicles. Develop and monitor implementation of contingency plan. Conduct security awareness campaigns on physical and occupational safety.</p>	

E. DIMENSIONS OF THE POST

PERSONNEL BUDGET	EQUIPMENTS VALUE	STORES VALUE	BUILDING BUDGET
Hundreds of Thousands	Hundreds of Thousands	Tens of Thousands	

F. PERFORMANCE STANDARDS & INDICATORS (Based on main objectives)

Performance standard (measurable outputs / end results)	Indicator (Indicating how well / if standards were achieved)
MAIN OBJECTIVES	
To manage and facilitate the provision of information communication and technology management services in the District Office.	<ul style="list-style-type: none"> • Policies • Guidelines
To manage and facilitate the provisioning of human resources management services in the District Office	<ul style="list-style-type: none"> • Policies • Guidelines
To Provide Records management services	<ul style="list-style-type: none"> •
To manage the provision of communication and events management services in the District Office.	<ul style="list-style-type: none"> • Developed Communication strategies • Events Organised and held
To ensure safeguarding of government property under the districts	<ul style="list-style-type: none"> • Policies • Guidelines

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Manager	Reports on progress / planning input	<ul style="list-style-type: none"> • Development, Implementation and monitoring of policies • Monthly statistics • Monthly reports • Routine reports and notes
Departmental Staff / colleagues	Teamwork ,liaison, information sharing to optimize financial services rendered ,Good communication feedback, referrals	<ul style="list-style-type: none"> • Routine memos and notes • Technical guidelines

		<ul style="list-style-type: none"> • Statistics
Multi disciplinary staff members	Using multi disciplinary team to render support to the financial management, cooperation, support ,referral	<ul style="list-style-type: none"> • minutes Referral reports / file notes • Regular meetings
Other departments	Intersectoral collaboration	<ul style="list-style-type: none"> • Reports and minutes available
Private sectors Organizations	Negotiations,	<ul style="list-style-type: none"> • Evaluation reports
Other governments	Policy interpretation and implementation, information sharing, skill transfer ,support, networking and sharing best practices	<ul style="list-style-type: none"> • Reports and letters • Minutes of meetings

H COMPETENCY PROFILE

Knowledge	Skills	Personal attributes	Learning field
Knowledge of Public Health Management and Public Service Legislation, Regulations and Policies , Public Finance Management Act.	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Accounting skills HR Administration, Management Project management	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 Service practices & ethics	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Analytical thinking, Accounting skills	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive compassion, empathy, patience;	Tertiary qualification in a financial relevant field Three to Five years managerial experience required Training in ethics Ability to collect and collate data Demonstrative ability to apply finance for planning, ability to work under pressure;

			Continuous professional and ethical behaviour
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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 : 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: Director	JOB INCUMBENT: Vacant
RANK:	RANK: Deputy Director
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:	

