

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER:

A. JOB INFORMATION SUMMARY

JOB TITLE	Manager: Facilities
CORE	General Admin & Support Personnel
JOB LEVEL	Level 11
DATE	24 June 2009
LOCATION	Bisho
COMPONENT	SCM Facilities Management
POST REPORT TO	Senior Manager: Demand & Acquisition
JOB CLASSIFICATION CODE	Middle Management

B. HIERARCHICAL POSITION OF POST

<p>Senior Manager Manager Assistant Manager</p>
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C. JOB PURPOSE (Linked to Strategic Plan)

To coordinate the Departmental infrastructure, office services and office space.

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

	MAIN OBJECTIVES	%
1	<p>Coordinate the development of infrastructure of the Department.</p> <ul style="list-style-type: none"> • Manage maximum utilisation of new building and services of the Department • Develop policies in line with utilisation projects. • Monitoring of the implementation of the projects 	30
2	<p>Management of leasing of buildings.</p> <ul style="list-style-type: none"> • Develop user asset management plan of the Department • Facilitate acquisition of office space for the entire Department. • Manage maintenance of existing buildings of the Department. 	30%
3	<p>Manage the maintenance and office services</p> <ul style="list-style-type: none"> ○ Manage cleaning and security services for the entire Department ○ Conduct research on existing equipment and on new technological trends. ○ Render advice on how to optimise service delivery through deployment of proper technology. ○ Assist the Tender section in drafting tenders . ○ Check the validity of Service Level Agreements and contracts. 	10%

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)
Coordinate the development of infrastructure of the Department.	<ul style="list-style-type: none"> • Reports on state of Departmental Buildings • Number of Projects finalized
Management of leasing of buildings.	<ul style="list-style-type: none"> • No of leasing agreements signed
Manage the maintenance and office services	<ul style="list-style-type: none"> • No of leasing agreements signed

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
Departmental staff/ colleagues	Teamwork, liaising, information-sharing to optimize Information Automation. 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 information 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 Public Building Management	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 Health Related Qualification (3yrs) Three 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 : Senior 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: Deputy Director	RANK:
DATE:	DATE:
ACCEPTED : yes	SIGNATURE:
Additional comments/proposed time of revision of this job description:- only if there are changes in the job content.	
Date of revision:	