

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER

A. JOB INFORMATION SUMMARY

JOB TITLE	Deputy Director: Pre- Audit
CORE	Economic Advisory & Support Personnel
JOB LEVEL	Level 12
DATE	07 August 2006
LOCATION	Bisho
COMPONENT	Financial Internal Control
POST REPORT TO	Director
JOB CLASSIFICATION CODE	Middle Management

B. HIERARCHICAL POSITION OF POST

Senior Manager Manager Assistant Manager

C. JOB PURPOSE (Linked to Strategic Plan)

To manage the provision of internal control functions and instill implementation and adherence to internal control.

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

	MAIN OBJECTIVES	%
1	<p>Develop and monitor policies and procedures to manage financial risk.</p> <ul style="list-style-type: none"> • Conduct research into relevant legislation. • Identify risk. 	15%
2	<p>Ensure compliance to financial prescripts by establishing pre-audit units in districts.</p> <ul style="list-style-type: none"> • Attend to request for checking compliance with prescripts. • Control the duties of the pre-Audit Sub- directorate and other departmental pre-audit units. 	35%
3	<p>Manage the budget of the Sub-directorate.</p> <ul style="list-style-type: none"> • Develop budget and expenditure control systems. • Plan the budget of the sub-directorate. • Control budget expenditure.. 	15%
4	<p>Ensure adherence to internal controls when processing payment</p> <ul style="list-style-type: none"> • Ascertain that the authenticity of payment requests and vouchers is checked prior to payment. • Ensure compliance with relevant legislation and regulations. • Ensure verification of financial delegation of powers prior to effecting payment requests and vouchers. 	30%
5	<p>Facilitate training and development.</p> <ul style="list-style-type: none"> • Identify training needs. • Train pre-audit staff in internal controls and in implementation of systems • Conduct workshops and attend bilateral meetings with program managers. 	5%

E DIMENSIONS OF THE POST

PERSONNEL BUDGET	EQUIPMENTS VALUE	STORES VALUE	BUILDING BUDGET
Hundreds of Thousands	Hundreds of Thousands	Tens of Thousands	N / A

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

Performance standard (measurable outputs / end results)	Indicator (Indicating how well / if standards were achieved)
MAIN OBJECTIVES	
Develop and monitor policies and procedures to manage financial risk	<ul style="list-style-type: none"> • Policies • Procedures
Ensure compliance to financial prescripts by establishing pre-audit units in districts.	<ul style="list-style-type: none"> • Requests for checking
Manage the budget of the Sub-directorate	<ul style="list-style-type: none"> • Expenditure report
Ensure adherence to internal controls when processing payment	<ul style="list-style-type: none"> • Payment request • Vouchers
Develop a fraud prevention and response strategy.	<ul style="list-style-type: none"> • Questionnaires
Facilitate training and development	<ul style="list-style-type: none"> • Policies • Procedures • Manuals • Workshops

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Senior Manager	Reports on progress / planning input	<ul style="list-style-type: none"> • Development, Implementation and monitoring of policies • Monthly statistics • Monthly reports • Expenditure 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 • 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

H COMPETENCY PROFILE

Knowledge	Skills	Personal attributes	Learning field
Knowledge of Public Service 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 Financial 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 Finance practice & 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

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: Senior Manager	RANK: 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:	