

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER

A. JOB INFORMATION SUMMARY

JOB TITLE	Manager: Research
CORE	Administrative and Advisory Support Personnel
JOB LEVEL	Level 11
DATE	June 2009
LOCATION	Bisho
COMPONENT	
POST REPORT TO	Manager
JOB CLASSIFICATION CODE	Middle Management

B. HIERARCHICAL POSITION OF POST

Senior Manager
Manager
 Assistant Manager

C. JOB PURPOSE (Linked to Strategic Plan)

To ensure the provision of population data and social economic issues through research and demography.

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

	MAIN OBJECTIVES	%
1	Conduct research and collection of information on population, social and economic issues. <ul style="list-style-type: none"> • Disseminate information of the data to relevant stake holders • Provide demographic data to other Departments 	
2		
3		
4		

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	Indicator (Indicating how well / if standards
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results) MAIN OBJECTIVES	were achieved)
To collect raw data and indicators (Financial and non-financial and analyse these in order to make analytical suggestions regarding budget allocations thus promoting efficient use of funds.	<ul style="list-style-type: none"> • Daily reports
To develop and implement an activity based costing/budgeting tool for hospitals and clinics to assist with budget allocations and to monitor quarterly expenditure of these facilities.	<ul style="list-style-type: none"> • Quarterly Expenditure reports
To implement strategic planning models which are mandated by national Department.	<ul style="list-style-type: none"> • Programmes
To monitor expenditure of all conditional grants monthly and quarterly.	<ul style="list-style-type: none"> • Expenditure Report
To assist in the development an expenditure monitoring tool for all conditional grants.	<ul style="list-style-type: none"> • Monitoring Tools
To monitor compliance of all conditional grants, as per the Division of Revenue Act (DORA).	<ul style="list-style-type: none"> • Reports • Meetings
To develop a costing model for all clinics	<ul style="list-style-type: none"> • Costing Model

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Deputy Director	Report on progress / planning input	<ul style="list-style-type: none"> • Monthly reports • Implementation of relevant policies • Clearing of suspense accounts • Routine reports and notes • Protocols
ECDOH staff/ colleagues	Teamwork, liaising, information-sharing to optimize Health Economics services rendered Good communication Feedback, referrals	<ul style="list-style-type: none"> • Compilation of journals • Technical guidelines • Cleared accounts
Other Departments (Provincial Treasury, Auditor General)	Collaboration Norms and standards Regulations	<ul style="list-style-type: none"> • BAS reports • Journals
Private sectors :Companies	Clearing of dishonored cheques payment of outstanding accounts	<ul style="list-style-type: none"> • Reconciliation of accounts • Settled Balances

H. COMPETENCY PROFILE

Knowledge	Skills	Personal attributes	Learning field
Knowledge of Public Finance Management and Public Service Legislation, Regulations and Policies.	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Accounting 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 Accounting 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;	National Diploma with Accounting (3yrs) Two to Five years 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 : Deputy 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: Vacant	JOB INCUMBENT: Vacant
RANK: Deputy Director	RANK: Assistant 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:	