

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER

A. JOB INFORMATION SUMMARY

JOB TITLE	Deputy Director: Supplier Payments
CORE	Economic Advisory & Support Personnel
JOB LEVEL	Level 12
DATE	07 August 2006
LOCATION	Bisho
COMPONENT	Payment Management
POST REPORT TO	Director
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 render expenditure services for the department.

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

	MAIN OBJECTIVES	%
1	Develop internal policies •	%
2	Ensure that payment is done within 30 days. •	%
3	Ensure that payments are done according to treasury regulations. •	%
4	Manage payment interfaces. •	
5	Manage available resources effectively •	
6	Reconcile creditors accounts. •	
7	Manage the cash flow projection in relation to expenditure of Head Office and institutions. •	

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) MAIN OBJECTIVES	Indicator (Indicating how well / if standards were achieved)
Develop internal policies <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Policies • Procedures
Ensure that payment is done within 30 days. <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Requests for checking
Ensure that payments are done according to treasury regulations. <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Payment request • Vouchers
Manage payment interfaces. <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Payment request • Vouchers
Manage available resources effectively <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Policies • Procedures • Manuals • Workshops
Reconcile creditors accounts. <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Books of prime entry.
Manage the cash flow projection in relation to expenditure of Head Office and institutions. <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Expenditure reports

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Deputy Director	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
ECDOH 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 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 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 Health 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 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 : 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: Deputy Director	RANK:
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:	