

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER

A. JOB INFORMATION SUMMARY

JOB TITLE	General Manager: Internal Audit and Risk Assurance
CORE	Health & Administrative Personnel
JOB LEVEL	Level 14
DATE	
LOCATION	Bisho
BRANCH	Office of the SG
POST REPORT TO	SG
JOB CLASSIFICATION CODE	Senior Management

B. HIERARCHICAL POSITION OF POST

Deputy Director General General Manager 4 Senior Manager

C. JOB PURPOSE (Linked to Strategic Plan)

TO MANAGE AND COORDINATE INTERNAL AUDIT AND RISK ASSURANCE MANAGEMENT

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

	MAIN OBJECTIVES	%
1	Provide strategic leadership to the Branch in line with the vision and mission of the department	
2	Drive the strategic planning and implementation process of all components under his control and management	
3	Ensure provision of organizational risk management services <ul style="list-style-type: none"> • Develop risk management strategies, policies and framework • Monitor the management of organizational risks • Monitor and review risk mitigating strategies and factors 	
4	Ensure management and investigation of risk and fraud management services <ul style="list-style-type: none"> • Develop and monitor anti-fraud & corruption statement of intent and strategy • Develop policies related to fraud prevention (whistle blowing policy & hotline) • Provide advisory services in relation to prevention of fraud and corruption • Initiate and manage specialized forensic investigations • Work in liaison with anti corruption bodies 	

5	Ensure management and investigation of potential Risks relating to IT systems <ul style="list-style-type: none"> • Develop policies related to corruption prevention relating to IT • Conduct awareness campaigns • Initiate and manage specialized investigations relating to IT • Work hand in hand with security services and other related bodies 	
6	Ensure provision of internal audit services <ul style="list-style-type: none"> • Review adequacy of corporate governance issues • Assessment of adequate and effective risk management strategies • Provision of advisory services and mentoring to management • Conduct compliance monitoring and promotion of good governance practices 	
7	Ensure formulation and development of Policies <ul style="list-style-type: none"> • Ensuring that the regulations framed under the regulations promulgated under the various Acts are captured in daily operations • Ensure that norms and standard and practices are adhered to 	
8	Ensure effective and efficient utilization and management of human, physical and financial resources of the Chief Directorate, in accordance with applicable legislation and policies	
9	Strengthen professionalism and build management capacity within the Chief Directorate	

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)
Drive the strategic planning and implementation process of all components under his control and management	<ul style="list-style-type: none"> • Strategic planning implemented
Provide strategic leadership to the Branch in line with the vision and mission of the department	<ul style="list-style-type: none"> • Strategic leadership provided
Ensure provision of organizational risk management services	<ul style="list-style-type: none"> • Policies and framework developed • Risk management strategies developed • Organizational risks managed
Ensure management and investigation of risk and fraud management services	<ul style="list-style-type: none"> • Anti-fraud & corruption statements monitored • Fraud policies developed • Advisory services provided • Specialized forensic investigations managed
Ensure management and investigation of potential Risks relating to IT systems	<ul style="list-style-type: none"> • Policies developed • Awareness campaigns • Specialized investigations managed
Ensure provision of internal audit services	<ul style="list-style-type: none"> • Corporate governance issues reviewed • Effective risk management strategies • Advisory services provided
Ensure formulation and development of Policies	<ul style="list-style-type: none"> • Regulations captured on daily operations • Adherence to norms and standards and practices
Ensure effective and efficient utilization and management of human, physical and financial resources of the Chief Directorate, in accordance with applicable legislation and policies	<ul style="list-style-type: none"> • All resources managed

Strengthen professionalism and build management capacity within the Chief Directorate	<ul style="list-style-type: none"> • Capacity building of managers • Professionalism strengthened
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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
ECDOH staff/ colleagues	Teamwork, liaising, information-sharing, 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 Geriatric 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 Public Service Legislation, Regulations and Policies.	Public Administration, Public Service Legislation, International Relations, Management of Diversity, Administration support to political bearers	Functioning of the National, Provincial and Local governments and more especially at strategic level management, Responsiveness; Pro-activeness; Professionalism;	Understanding of the relevant Acts/prescripts and legislations

<p>Knowledge in the application of Public and Human Resource Management Systems</p>	<p>Programme and project management, Strategic leadership, Business and Public sector financial and people management, Corporate management abilities, Organizing, Planning, Communication, Problem solving and analysis</p>	<p>Functioning of the National, Provincial and Local governments and more especially at strategic level management Responsiveness; Pro-activeness; Professionalism;</p>	<p>Degree/ National Diploma in Health Related field Six to ten years appropriate managerial experience required Training in ethics Demonstrative ability to apply health for planning, ability to work under pressure; Continuous professional and ethical behavior</p>
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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 : Deputy Director General
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 General	RANK: General 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:	