

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER

A. JOB INFORMATION SUMMARY

JOB TITLE	General Manager: Strategic Management
CORE	Health & Administrative Personnel
JOB LEVEL	Level 14
DATE	
LOCATION	Bisho
BRANCH	Corporate Strategy & Organizational Performance
POST REPORT TO	DDG
JOB CLASSIFICATION CODE	Senior Management

B. HIERARCHICAL POSITION OF POST

Deputy Director General General Manager 3 Senior Manager

C. JOB PURPOSE (Linked to Strategic Plan)

TO ADMINISTER AND COORDINATE INTEGRATED STRATEGIC MANAGEMENT AND ORGANIZATIONAL PERFORMANCE

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 management of strategic planning services <ul style="list-style-type: none"> • Manage integrated strategic planning of the Department • Manage Strategic Business Unit (institutions) of the department • Manage research and policies 	
4	Ensure provision of advisory services i.e. Health Economics <ul style="list-style-type: none"> • Application of norms and standards for health services funding • Modeling for funding of health services, human resources and infrastructure • Monitor funding of health services in relation to per capita funding (from equitable share and grants) • Determine and advise on costing and cost control measures for establishing and planning projects • Research and prepare economic scenario to influence and impact on health funding 	
5	Ensure management, monitoring and evaluation services in the Department	

	<ul style="list-style-type: none"> • Design and implement a uniform framework for monitoring and evaluation of all programmes within the Department • Establish M & E System • Ensure integration with provincial M & E • Provide a framework for effective participation of cluster system • Develop monitoring tools i.e. all programmes 	
6	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 	
7	Ensure effective and efficient utilization and management of human, physical and financial resources of the Chief Directorate, in accordance with applicable legislation and policies	
8	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)	Indicator (Indicating how well / if standards were achieved)
MAIN OBJECTIVES	
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 management of strategic planning	<ul style="list-style-type: none"> • Integrated Strategic Planning

services	<ul style="list-style-type: none"> • Strategic Business Unit management • Research and policy management
Ensure provision of advisory services i.r.o Health Economics	<ul style="list-style-type: none"> • Norms and standards applicable • Modeling for funding • Per capita funding • Establishment and planning of projects
Ensure management, monitoring and evaluation services in the Department	<ul style="list-style-type: none"> • Uniform framework implementation • M & E Systems established • Provincial M & E integrated • Monitoring tool developed
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

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
Knowledge in the application of Public and Human Resource Management Systems	Programme and project management, Strategic leadership, Business and Public sector financial and people management, Corporate management abilities, Organizing, Planning,	Functioning of the National, Provincial and Local governments and more especially at strategic level management Responsiveness; Pro-activeness; Professionalism;	Degree/ National Diploma in Health Related field Six to ten years appropriate managerial experience required Training in ethics Demonstrative ability to apply health for

	Communication, Problem solving and analysis		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 : 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: