

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER
FILLED	

A. JOB INFORMATION SUMMARY

JOB TITLE	Assistant Manager EAP (HIV/AIDS)
CORE	Health & Administrative Personnel
JOB LEVEL	Level 9
DATE	22 April 2009
LOCATION	Bhisho
COMPONENT	Integrated Wellness Programme
POST REPORT TO	Manager
JOB CLASSIFICATION CODE	Middle Management

B. HIERARCHICAL POSITION OF POST

<p>Manager Assistant Manager</p>
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C. JOB PURPOSE (Linked to Strategic Plan)

To effectively manage the promotion and coordination of workplace wellness through the HIV/AIDS Programmes.

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

	MAIN OBJECTIVES	%
1	<p>Interprete and implement policies regarding management of HIV and AIDS and Employee Wellness Programme</p> <ul style="list-style-type: none"> ○ Assist in the development, review and distribution of HIV & AIDS policy to districts and Head Office. ○ Promote prevention through Peer Education programme ○ Conduct awareness campaigns on HIV and AIDS and related illnesses ○ Facilitate health screening programmes for employees. ○ Look at problems affecting employees and their families.. 	30%
2	<p>Establish networks for the implementation of HIV & AIDS programmes</p> <ul style="list-style-type: none"> ○ Liaise with OTP and other government departments e.g. DPSA. ○ Liaise with professional people for referral cases e.g. Psychologists ○ Conduct presentations. ○ Market the Employee Wellness Programme 	20%
3	<p>Provide professional support to employees/managers on managing/improving performance of employees affected and infected with HIV & AIDS</p> <ul style="list-style-type: none"> ○ Facilitate workshops for managers on identifying troubled employees. 	20%

	<ul style="list-style-type: none"> ○ Counsel employees who seek help and make referrals. 	
4	<p>Establish prevention, care and support programmes as well as monitoring and evaluation.</p> <ul style="list-style-type: none"> • Facilitate establishment and implementation of wellness Committees in the Districts and Head Office. • Conduct awareness campaigns on prevention. • Encourage employees to access care and support through joining medical aid schemes. • Facilitate training and development. 	30%

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)
Interprete and implement policies regarding management of HIV and AIDS and Employee Wellness Programme	<ul style="list-style-type: none"> • Policies interpreted & implemented • Problems solved • Number of policies developed/ reviewed • Workshops facilitated
Establish networks for the implementation of HIV & AIDS programmes	<ul style="list-style-type: none"> • Presentations conducted • Established Programmes
Provide professional support to employees/managers on managing/improving performance of employees affected and infected with HIV & AIDS	<ul style="list-style-type: none"> • Number of workshops conducted • Number of employees counseled • Number of Managers/Employees contacted
Establish prevention, care and support programmes as well as monitoring and evaluation.	<ul style="list-style-type: none"> • Availability of Committees • Number of campaigns conducted • Number of Employees joined

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
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
Departmental staff/ colleagues	Teamwork, liaising, information-sharing to optimize EAP (HIV/AIDS) Policies services rendered 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 EAP (HIV/AIDS) 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 Departmental Core Business and Public Service Legislation, Regulations and Policies.	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Policy Formulation 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 EAP(HIV/AIDS) Policies	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Analytical thinking,	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive compassion, empathy, patience;	National Diploma/Degree in a relevant Qualification (3yrs) Three to five years experience required Training in ethics Ability to collect and collate data Demonstrative ability to apply health for planning,

			ability to work under pressure; Continuous professional and ethical behavior
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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 : 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: Ms. L.P. Koto	JOB INCUMBENT: Gaca L.Z.
RANK: Acting Manager	RANK: Assistant 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:	