

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER

A. JOB INFORMATION SUMMARY

JOB TITLE	Assistant Manager:
CORE	Social Related and Administrative Personnel
JOB LEVEL	Level 09
DATE	October 2009
LOCATION	Bisho
COMPONENT	Poverty Eradication
POST REPORT TO	Senior Manager
JOB CLASSIFICATION CODE	Middle Management

B. HIERARCHICAL POSITION OF POST

Senior Manager Manager Assistant Manager

C. JOB PURPOSE (Linked to Strategic Plan)

To facilitate the development policy framework and intervention models for poverty eradication for the department

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

	MAIN OBJECTIVES	%
1	<p>To assist in the pioneering of the family based approach in delivering poverty eradication interventions of the various governments departments.</p> <ul style="list-style-type: none"> • Facilitate the develop a strategy for family based approach • Orientate various government departments on the strategy. • Train social services professionals on family based approach. • Review the approach timeously 	40%
2	<p>Support various government departments by providing baseline data.</p> <ul style="list-style-type: none"> • Design and develop community and household profiles • Conduct a pilot study on profiling households and communities. • Revise profiling tools when necessary. • Conduct full research using the revised tools. • Document and disseminate information to the various government departments. 	30%
3	<p>To monitor and evaluate improvements in the lives of households living in poverty.</p> <ul style="list-style-type: none"> • Develop monitoring framework. • Design and develop monitoring and evaluation tools. • Facilitate implementation of monitoring and evaluation tools on interventions. • Document and disseminate information • Conduct impact assessment on poverty eradication interventions 	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)	Indicator (Indicating how well / if standards were achieved)
<p>MAIN OBJECTIVES</p> <p>To assist in the pioneering of the family based approach in delivering poverty eradication interventions of the various governments departments.</p>	

Support various government departments by providing baseline data.	
To monitor and evaluate improvements in the lives of households living in poverty.	

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Manager	Report on progress / planning input	<ul style="list-style-type: none"> • Monthly reports • Monitor the effectiveness of clinical policies • Render Development of policies • Service reports • Routine reports and notes • Protocols
Departmental Staff/ colleagues	Teamwork, liaising, information-sharing to optimize Poverty eradication interventions, Planning 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 Financial 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 Administration 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 Policy Formulation	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 the related field (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 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 : 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:	JOB INCUMBENT:
RANK: 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: