

JOB DESCRIPTION/JOB MODEL

NAME: Vacant	PERSAL NUMBER

A. JOB INFORMATION SUMMARY

JOB TITLE	DDG: Social Institutional Support & Coordination Services
CORE	General Management and Support Personnel
JOB LEVEL	15
DATE	April 2016
LOCATION	KWT
COMPONENT	Social Institutional Support & Coordination Services
POST REPORT TO	Superintendent General
JOB CLASSIFICATION CODE	Top Management

B. HIERARCHICAL POSITION OF POST

<p>SUPERINTENDENT GENERAL DDG 2 GENERAL MANAGERS</p>

C. JOB PURPOSE (Linked to Strategic Plan)

To manage the provision of developmental welfare services.

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

	MAIN OBJECTIVES	%
1	<p>To manage and facilitate provision of institutional capacity building programmes</p> <ul style="list-style-type: none"> • Manage funding, capacity building and empowerment programmes in conjunction with other state organs for emerging and existing CBO's civil society and NPO's • Facilitate registration of NPO's with the National office • The coordination of Expanded Public Works programme for the social sector 	25%
2	<p>To co-ordinate Provincial Anti-Poverty interventions</p> <ul style="list-style-type: none"> • Mobilise government departments and social partners i.r.o. Anti-poverty coordination • Coordinate integrated monitoring and evaluation i.r.o. Anti-poverty coordination 	25%
3	<p>To co-ordinate the implementation of Population Policy at all levels of government, monitoring and evaluation and to manage population and development research</p> <ul style="list-style-type: none"> • Manage population policy advocacy and Information, education & communication (IEC) and monitoring and evaluation. • Manage the promotion and implementation of population and development research and programmes. 	25%

4	<p>Ensure Implementation of services at District level by service delivery centers</p> <p>Co-ordinate and facilitate the delivery of services regarding:</p> <ol style="list-style-type: none"> 1.1 The provision of social welfare services. 1.2 The provision of specialist social services. 1.3 The provision of community development services 1.4 The provision of population development services <ul style="list-style-type: none"> • Provide support services to enable delivery by Service delivery centers and institutions. 	15%
5	<p>Management of resources</p> <ul style="list-style-type: none"> • Manage human resources of the branch • Manage physical resources of the branch • Manage financial resources of the branch • Manage information resources of the branch 	10%

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)
To manage and facilitate provision of institutional capacity building programmes	<ul style="list-style-type: none"> ❖ Informed systems ❖ Accountability ❖ Timeframes met ❖ Information given out
To co-ordinate Provincial Anti-Poverty interventions	<ul style="list-style-type: none"> ❖ Decisions implemented ❖ Department responds positively to change ❖ Decisions taken on an informed
To co-ordinate the implementation of Population Policy at all levels of government, monitoring and evaluation and to manage population and development research	<ul style="list-style-type: none"> ❖ Applications developed ❖ Adherence to timeframes ❖ Team work achieved
Ensure Implementation of services at District level by service delivery centers	<ul style="list-style-type: none"> ❖ Strengthened Partnerships
Management of resources	<ul style="list-style-type: none"> ❖ Optimal utilisation of resources

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Head of Department	Report on progress / planning input	<ul style="list-style-type: none"> • Monthly reports • Implementation of relevant policies • Service reports • Routine reports and notes • Protocols
Departmental staff/ colleagues	Teamwork, liaising, information-sharing to optimize Provincial & Coordination Management services are rendered, Good communication Feedback, referrals	<ul style="list-style-type: none"> • Routine memos and notes • Technical guidelines • Statistics
Service Providers	Meeting service providers to ensure adherence to contractual agreements, Co-operation.	<ul style="list-style-type: none"> • Delivery reports / file notes • Regular meetings minutes

H COMPETENCY PROFILE

Knowledge	Skills	Personal attributes	Learning field
Knowledge of Departmental core business, Issues related to the discipline and Public Service Legislation, Regulations and Policies.	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Decision-making skills, Policy Formulation Skills	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive; compassion, patience	Understanding of the relevant Acts/prescripts and legislations
Knowledge in the application of Public Service Policies and implementation processes	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;	Relevant Qualification Six to ten years experience in senior management position required Ability to collect and collate data Demonstrative ability to apply demand and acquisition for poverty alleviation, 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 : Superintend General
2. Nature of work in next higher post: -As required in the higher post

K. AMENDMENTS TO THE JOB DESCRIPTION

- The Superintend General 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: Superintend General	RANK: Deputy Director General
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:	