

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER

**A. JOB INFORMATION SUMMARY**

JOB TITLE	Deputy Director: Local Service Office
CORE	Admin Related & Support Personnel
JOB LEVEL	Level 12
DATE	June 2013
LOCATION	Various
COMPONENT	District Office
POST REPORT TO	District Manager
JOB CLASSIFICATION CODE	Middle Management

**B. HIERARCHICAL POSITION OF POST**

Director Deputy Director <b>Assistant Director</b>
----------------------------------------------------------

**C. JOB PURPOSE (Linked to Strategic Plan)**

To provide corporate services management services.

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

	<b>MAIN OBJECTIVES</b>	<b>%</b>
1	<p><b>To provide integrated developmental social welfare services .</b>                      Provide social development programmes related to:                      1.1. Early Childhood Development                      1.2. Children                      1.3. HIV &amp; AIDS                      1.3. Adults, Family Services, and Special Needs services                      1.4. Social Relief Services</p>	%
2	<p><b>To provide integrated restorative services</b>                      1. Provision of Specialist Social programmes related to:                      1.1. Social Crime Prevention and Victim Support                      1.2. Substance Abuse</p>	%
3	<p><b>To provide integrated community developmental services to Women, Youth, Adults and Elderly.</b></p> <p>1. Implement Women and Youth Development and Empowerment Programmes.                      2. Implement sustainable livelihood programmes.                      3. Implement Institutional Capacity Building programmes.                      4. Maintain database on Community Development Programmes.                      5. Establish and maintain stakeholder relations on Community Development Programmes.                      6. Conduct capacity building programmes for emerging and existing CBOs, civil society and NPOs.                      7. Capturing of accurate baseline data for communities and households living in poverty.</p>	%
	<p><b>To render administrative support service.</b>                      1. Render HR services                      2. Render finance and supply chain management services</p>	
	<p><b>To provide support to NPO sector in line with departmental mandate.</b>                      1. Facilitate the application for funding and monitor adherence to service level agreement.                      2. To monitor and evaluate NPO service delivery.                      3. Provide capacity building for NPOs                      4. Align NPO strategies to Departmental priorities.</p>	

**E. DIMENSIONS OF THE POST**

PERSONNEL BUDGET	EQUIPMENTS VALUE	STORES VALUE	BUILDING BUDGET
------------------	------------------	--------------	-----------------

Hundreds of Thousands	Hundreds of Thousands	Tens of Thousands	
-----------------------	-----------------------	-------------------	--

**F. PERFORMANCE STANDARDS & INDICATORS** (Based on main objectives)

Performance standard (measurable outputs / end results) MAIN OBJECTIVES	Indicator (Indicating how well / if standards were achieved)
<b>To provide integrated developmental social welfare services .</b>	<ul style="list-style-type: none"> <li>• Policies</li> <li>• Guidelines</li> </ul>
<b>To provide integrated restorative services</b>	<ul style="list-style-type: none"> <li>• Policies</li> <li>• Guidelines</li> </ul>
<b>To provide integrated community developmental services to Women, Youth, Adults and Elderly.</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>To render administrative support service.</b>	<ul style="list-style-type: none"> <li>• Developed Communication strategies</li> <li>• Events Organised and held</li> </ul>
<b>To provide support to NPO sector in line with departmental mandate.</b>	<ul style="list-style-type: none"> <li>• Policies</li> <li>• Guidelines</li> </ul>

**G. OUTPUTS PROFILE**

Key customers	Requirements	Outputs
Local Service f/District staff	Reports on progress / planning input	<ul style="list-style-type: none"> <li>• Development, Implementation and monitoring of policies</li> <li>• Monthly statistics</li> <li>• Monthly reports</li> <li>• Routine reports and notes</li> </ul>
Departmental Staff / colleagues	Teamwork ,liaison, information sharing to optimize financial services rendered ,Good communication feedback, referrals	<ul style="list-style-type: none"> <li>• Routine memos and notes</li> <li>• Technical guidelines</li> <li>• Statistics</li> </ul>

Multi disciplinary staff members	Using multi disciplinary team to render support to the financial management, cooperation, support ,referral	<ul style="list-style-type: none"> <li>minutes Referral reports / file notes</li> <li>Regular meetings</li> </ul>
Other departments	Intersectoral collaboration	<ul style="list-style-type: none"> <li>Reports and minutes available</li> </ul>
Private sectors Organizations	Negotiations,	<ul style="list-style-type: none"> <li>Evaluation reports</li> </ul>
Other governments	Policy interpretation and implementation, information sharing, skill transfer ,support, networking and sharing best practices	<ul style="list-style-type: none"> <li>Reports and letters</li> <li>Minutes of meetings</li> </ul>

## H COMPETENCY PROFILE

Knowledge	Skills	Personal attributes	Learning field
Knowledge of Public Health Management and Public Service Legislation, Regulations and Policies , Public Finance Management Act.	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Accounting skills HR Administration, Management Project management	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 Public Service practices & ethics	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Analytical thinking, Accounting skills	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive compassion, empathy, patience;	Tertiary qualification in a financial relevant field  Three to Five years managerial 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 behaviour

--	--	--	--

**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 : Director
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: Director	JOB INCUMBENT: Vacant
RANK:	RANK: Deputy Director
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:	

