

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER

**A. JOB INFORMATION SUMMARY**

JOB TITLE	Assistant Manager: PMDS
CORE	Human Resources & Administrative Personnel
JOB LEVEL	Level 9
DATE	May 2009
LOCATION	Bisho
COMPONENT	
POST REPORT TO	Manager: PMDS
JOB CLASSIFICATION CODE	Middle Management

**B. HIERARCHICAL POSITION OF POST**

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

To manage the implementation of performance management system, the Massive Induction Programme (MIP) and confirmation of employees on probation to all employees within the Department of Social Development.

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

	MAIN OBJECTIVES	%
1	<p><b>Ensuring sound management of performance management system for all employees within the Department.</b></p> <ul style="list-style-type: none"> <li>• Provide information session to all employees</li> <li>• Coordinate submission of Performance Agreements for all employees</li> <li>• Capture PMDS reports on PERSAL and provide inputs to the oversight reports.</li> <li>• Facilitate the sitting of PMDS Moderation Committee</li> <li>• Facilitate non-monetary ceremony to deserving employees</li> <li>• Implement and conduct an audit Performance Management cases</li> <li>• Reconcile employee payouts on performance rewards</li> <li>• Prepare and provide reports on all projects with HRD</li> </ul>	40
2	<p><b>Facilitate and conduct the Departmental Induction programme to all newly appointed employees</b></p> <ul style="list-style-type: none"> <li>• Develop and induction plan</li> </ul>	15

	<ul style="list-style-type: none"> <li>• Roll out the plan by facilitating the induction programme to newly appointed employees in 7 Districts</li> <li>• Compile induction report</li> </ul>	
3	<b>Facilitate and conduct the Massive Induction Programme</b> <ul style="list-style-type: none"> <li>• Develop an induction plan</li> <li>• Roll out the plan by facilitating the induction programme to newly appointed employees in all seven district</li> <li>• Compile induction report</li> </ul>	15
4	<b>Facilitate the management process of the confirmation of employment to the newly appointed employees</b> <ul style="list-style-type: none"> <li>• Obtain report from HRA on employees on probation</li> <li>• Issue (Z187) probation reports to supervisors of employee on probation and process on PERSAL</li> <li>• Obtain and analyse leave records for employees for confirmation</li> <li>• Confirm probation and issue confirmation of probation certificates</li> </ul>	15
5	<b>Supervision of human, physical and financial resources</b> <ul style="list-style-type: none"> <li>• Implementation of performance management system</li> <li>• Development and training / capacity building of staff</li> <li>• Supervise employees for effective service delivery</li> <li>• Manage physical resources of the component</li> <li>• Monitor budgetary utilisation of the sub-component</li> </ul>	15

**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)
<b>Ensuring sound management of performance management system for all employees within the Department.</b>	<ul style="list-style-type: none"> <li>• Number of sessions conducted</li> <li>• Number of agreements received</li> <li>• Number of PMDS reports on PERSAL</li> <li>• Number of sittings</li> </ul>

	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Facilitate and conduct the Departmental Induction programme to all newly appointed employees</b>	<ul style="list-style-type: none"> <li>• Number of induction workshops conducted</li> </ul>
<b>Facilitate and conduct the Massive Induction Programme</b>	<ul style="list-style-type: none"> <li>• Number of induction workshops conducted</li> </ul>
<b>Facilitate the management process of the confirmation of employment to the newly appointed employees</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Management of human, physical and financial resources</b>	<ul style="list-style-type: none"> <li>• Effective and efficient utilization of resources</li> </ul>

#### G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Manager	Report on progress / planning input	<ul style="list-style-type: none"> <li>• Monthly reports</li> <li>• Implementation of relevant policies</li> <li>• Render Related services</li> <li>• Service reports</li> <li>• Routine reports and notes</li> <li>• Protocols</li> </ul>
Departmental Staff/ colleagues	Teamwork, liaising, information-sharing to optimize PMDS Policies 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 multidisciplinary team to render support to the PMDS management, Co-operation, support, referral	<ul style="list-style-type: none"> <li>• Referral reports / file notes</li> <li>• Regular meetings minutes</li> </ul>

## 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 Public Service and PMDS 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 in the relevant Qualification (3yrs)  Three to Five years experience required  Training in ethics  Ability to collect and collate data  Demonstrative ability to apply PMDS 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:	