

JOB DESCRIPTION/JOB MODEL

NAME: M.S. Mzizi	PERSAL NUMBER

**A. JOB INFORMATION SUMMARY**

JOB TITLE	Assistant Manager: BAS
CORE	Economic Advisory & Support Personnel
JOB LEVEL	Level 09
DATE	June 2006
LOCATION	Bisho
COMPONENT	Financial Systems and Control
POST REPORT TO	Manager
JOB CLASSIFICATION CODE	Middle Management

**B. HIERARCHICAL POSITION OF POST**

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

To effectively assist in management and control of BAS services.

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

	<b>MAIN OBJECTIVES</b>	<b>%</b>
1	<p><b>Conduct training in the financial system.</b></p> <ul style="list-style-type: none"> <li>• Identify training needs of BAS users.</li> <li>• Arrange training through Provincial Treasury</li> <li>• Activate and deactivate of segments details.</li> </ul>	%
2	<p><b>Maintain the financial system in use through creation of new codes and removal of redundant codes and ensure the optimal and efficient utilization of the computiresed facilities</b></p> <ul style="list-style-type: none"> <li>• Create responsibility structure base on Departmental organogram</li> <li>• Create project structure per measurable objectives.</li> <li>• Identify exceptions and possible misallocations</li> <li>• Maintain the smooth running of BAS</li> </ul>	%
3	<p><b>Ensure safe-keeping of system reports and destroy irrelevant records in terms of Treasury Regulations.</b></p> <ul style="list-style-type: none"> <li>• Implement proper document keeping of creation and reset forms.</li> </ul>	%
4	<p><b>Monitor the smooth running of data transactions.</b></p> <ul style="list-style-type: none"> <li>• Liaise with the BAS help desk on technical related problems.</li> <li>• Send e-mails to users in respect of downtime and non-availability of system.</li> </ul>	

**E. DIMENSIONS OF THE POST**

<b>PERSONNEL BUDGET</b>	<b>EQUIPMENTS VALUE</b>	<b>STORES VALUE</b>	<b>BUILDING BUDGET</b>
Hundreds of thousands	Hundreds of thousands	Tens of thousands	

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

Performance standard (measurable outputs / end results) <b>MAIN OBJECTIVES</b>	<b>Indicator (Indicating how well / if standards were achieved)</b>
<b>Conduct training in the financial system.</b>	<ul style="list-style-type: none"> <li>• No. of training conducted</li> </ul>
<b>Maintain the financial system in use through creation of new codes and removal of redundant codes and ensure the optimal and efficient utilization of the computiresed facilities</b>	<ul style="list-style-type: none"> <li>• No of codes created/Removed</li> </ul>
<b>Ensure safe-keeping of system reports and destroy irrelevant records in terms of Treasury Regulations.</b>	<ul style="list-style-type: none"> <li>• Manuals</li> <li>• Maintenance records</li> <li>• Maintenance schedule</li> </ul>
<b>Monitor the smooth running of data transactions.</b>	<ul style="list-style-type: none"> <li>• No of cases attended</li> </ul>
	<ul style="list-style-type: none"> <li>• Manuals</li> <li>• Workshops attended</li> </ul>

## G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Manager	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 Departmental core business, 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 Financial 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 : 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:	