

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER

A. JOB INFORMATION SUMMARY

JOB TITLE	General Manager: Financial Management
CORE	Health & Administrative Personnel
JOB LEVEL	Level 14
DATE	
LOCATION	Bisho
BRANCH	Integrated Financial Management
POST REPORT TO	DDG
JOB CLASSIFICATION CODE	Senior Management

B. HIERARCHICAL POSITION OF POST

Deputy Director General General Manager 6 Senior Manager

C. JOB PURPOSE (Linked to Strategic Plan)

To manage integrated financial resources and services

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

	MAIN OBJECTIVES	%
1	Provide strategic leadership to the Branch in line with the vision and mission of the department	
2	Drive the strategic planning and implementation process of all components under his control and management	
3	Ensure efficient and effective accounting services <ul style="list-style-type: none"> • Manage suspense accounts • Manage departmental banking services • Manage debtors accounts 	
4	Manage utilization of financial systems <ul style="list-style-type: none"> • Manage and control of BAS services • Manage the implementation of cost-centre accounting within the Department 	
5	Provision of efficient and effective financial improvement services <ul style="list-style-type: none"> • Provide advisory services on formulation and implementation of policies and related matters • Manage preparation of financial statements • Manage and monitor interdepartmental claims, transactions and balances that have an effect on the annual Financial Statements 	

	<ul style="list-style-type: none"> • Manage audit queries • Render capacity building on financial related matters 	
6	Ensure compliance, monitoring and adherence to internal financial control <ul style="list-style-type: none"> • Policy formulation and review • Render pre-audit services • Ensure compliance with financial regulatory measures 	
7	Manage salary related matters <ul style="list-style-type: none"> • Develop policies relating to salaries • Monitor implementation of policies • Maintain remuneration / rebate 	
8	Manage payment of creditors <ul style="list-style-type: none"> • Manage policy development and monitoring of supplier payments • Monitor compliance with payment procedures and guidelines 	
9	Ensure formulation and development of Policies <ul style="list-style-type: none"> • Ensuring that the regulations framed under the regulations promulgated under the various Acts are captured in daily operations • Ensure that norms and standard and practices are adhered to 	
10	Ensure effective and efficient utilization and management of human, physical and financial resources of the Chief Directorate, in accordance with applicable legislation and policies	
11	Strengthen professionalism and build management capacity within the Chief Directorate	

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)
MAIN OBJECTIVES	
Drive the strategic planning and implementation process of all components under his control and management	<ul style="list-style-type: none"> • Strategic planning implemented
Provide strategic leadership to the Branch in line with the vision and mission of the department	<ul style="list-style-type: none"> • Strategic leadership provided
Ensure efficient and effective accounting services	<ul style="list-style-type: none"> • Suspense accounts • Banking services • Debtors accounts
Manage utilization of financial systems	<ul style="list-style-type: none"> • BAS control • Cost Centre Accounting implementation
Provision of efficient and effective financial improvement services	<ul style="list-style-type: none"> • Financial Policy implementation • Financial statements • Audit queries managed
Ensure compliance, monitoring and adherence to internal financial control	<ul style="list-style-type: none"> • Policy reviewal • Pre-audit services rendered • Financial Regulatory Measures compliance
Manage salary related matters	<ul style="list-style-type: none"> • Policy development • Policy implementation • Remuneration/ Rebate maintenance
Manage payment of creditors	<ul style="list-style-type: none"> • Policy development • Supplier payment monitored • Compliance with guidelines and procedures
Ensure formulation and development of Policies	<ul style="list-style-type: none"> • Regulations captured on daily operations • Adherence to norms and

	standards and practices
Ensure effective and efficient utilization and management of human, physical and financial resources of the Chief Directorate, in accordance with applicable legislation and policies	<ul style="list-style-type: none"> • All resources managed
Strengthen professionalism and build management capacity within the Chief Directorate	<ul style="list-style-type: none"> • Capacity building of managers • Professionalism strengthened

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Senior Manager	Report on progress / planning input	<ul style="list-style-type: none"> • Monthly reports • Implementation of relevant policies • Render Related services • Service reports • Routine reports and notes • Protocols
ECDOH staff/ colleagues	Teamwork, liaising, information-sharing, 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 Geriatric 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 Service Legislation, Regulations and Policies.	Public Administration, Public Service Legislation, International Relations, Management of Diversity, Administration support to political bearers	Functioning of the National, Provincial and Local governments and more especially at strategic level management, Responsiveness; Pro-activeness; Professionalism;	Understanding of the relevant Acts/prescripts and legislations
Knowledge in the application of Public, Financial and Human Resource Management Systems	Programme and project management, Strategic leadership, Business and Public sector financial and people management, Corporate management abilities, Organizing, Planning, Communication, Problem solving and analysis	Functioning of the National, Provincial and Local governments and more especially at strategic level management Responsiveness; Pro-activeness; Professionalism;	Degree/ National Diploma in Health Related field Six to ten years appropriate managerial experience required Training in ethics Demonstrative ability to apply health 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 : Deputy Director General
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: Deputy Director General	RANK: General 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:	